

care operations and consulting firms. The best opportunities will be for individuals with strong business and management skills and those individuals with a graduate degree. Many services previously provided in hospitals will shift to residential care facilities and practitioners' offices mainly because of technological improvements. As hospitals become larger and more complex, health care administrators with experience in these larger facilities will enjoy the best job security.

PROFESSIONAL ORGANIZATIONS

American College of Healthcare Executives
One North Franklin Street, Suite 1700
Chicago, IL 60606
Phone: (312) 424-2800
Fax: (312) 424-0023
Web: www.ache.org

American College of Health Care Administrators
300 North Lee Street, Suite 301
Alexandria, VA 22314
Phone: (703) 739-9900
Phone: (888) 88-ACHCA
Fax: (703) 739-7901
Web: www.achca.org

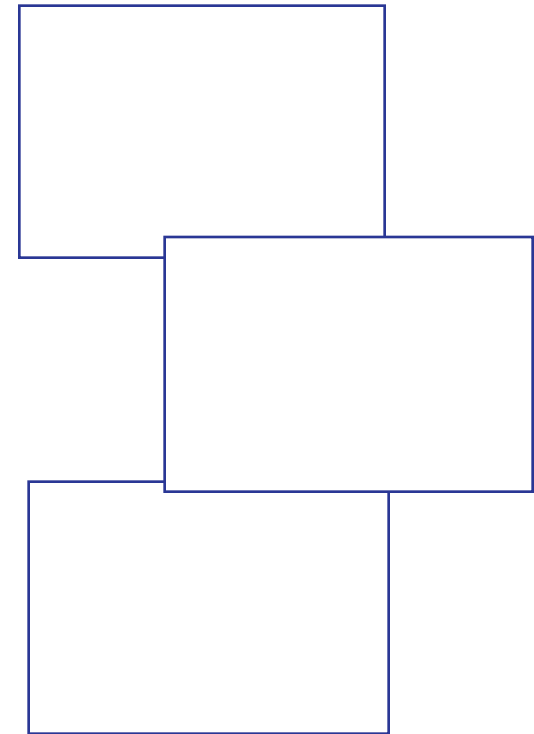


MHA HEALTH CAREERS CENTER

6425 LAKEOVER ROAD (39213)
P.O. Box 16444
JACKSON, MS 39236-6444
PHONE (601) 982-3251
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HEALTH CARE ADMINISTRATOR

POSITION RESPONSIBILITIES

Health care administrators, or health services administrators, have varying roles and functions depending on the size of the facility they oversee. Generally, health care administrators plan, coordinate, and supervise the functions of health care facilities and the staff that work there. There are two types of administrators, generalists and specialists. Generalists are individuals who are responsible for managing or helping to manage an entire facility. Specialists are individuals who are responsible for the efficient operations of a specific department such as policy analysis, finance, accounting, budgeting, human resources, or marketing. Health care administrators are often called on to maintain and develop professional standards, procedures, and policies for various institutional activities. They are also responsible for developing and expanding programs for scientific research, preventive medicine, medical and vocational rehabilitation, and community health and welfare. To be successful as a health care administrator, an individual needs to have good leadership and managerial skills. They should also be well organized, have good written and oral communication skills, and be attentive to detail.

WORK ENVIRONMENT

Most health care administrators work in an office environment. They are in charge of managing hospitals, community health centers, clinics, private medical group practices, managed care organizations, nursing homes, and other health care facilities.

HIGH SCHOOL PREPARATION

Students interested in a career as a health care administrator should take high school courses in algebra, economics, government, accounting, political science, health occupations/medical professions education, English, geometry, psychology, sociology, and computer skills.

COLLEGE REQUIREMENTS

Students interested in becoming a health care administrator must have a bachelor's degree from an accredited institution. Most organizations, however, require at least a master's degree in health services administration, nursing administration, or business administration. For some generalist positions and for all specialist positions, employers seek an applicant who has had some clinical experience (as a nurse or therapist, for example). Most baccalaureate and masters programs include an administrative internship component.

Students interested in health care administration should contact schools for information on admission and course of study.

EDUCATIONAL INSTITUTIONS

Baccalaureate Program

Jackson State University
PO Box 17330
Jackson, MS 39217
Phone: (601) 364-2578

Masters Program

Mississippi College
PO Box 4026
Clinton, MS 39058
Phone: (601) 968-2100

SALARY RANGE

Salaries vary greatly according to the size of the facility, education level, and the level of professional experience.

Average Annual Salary--\$56,300
Salary Range--\$35,200-\$97,900

CAREER OUTLOOK

Employment for health care administrators and managers is expected to grow between 21% and 35% through the year 2010. Opportunities will be especially good in home health care, long-term care, and nontraditional health organizations, such as managed