



# WHAT CAN I DO WITH A MAJOR IN HEALTHCARE ADMINISTRATION

## CAREER OPTIONS

Administrative Coordinator  
Community Service Aide  
Healthcare Manager\*  
Health Systems Administrator\*  
Human Resources Assistant  
Insurance Claims Manager  
Medical Billing Specialist

Medical Staff Relations Specialist  
Medical Record Technician\*  
Patient Intake Specialist

\*Certification/Advanced Degree Required

## TRANSFERABLE SKILLS GAINED

Analytical skills  
Communication skills  
Attention to detail  
Interpersonal skills  
Technical skills  
Organizational skills

## EMPLOYMENT AREAS

Health systems  
Healthcare clinics  
Insurance Agencies  
Local/State Governments  
Nonprofit Organizations  
Hospitals  
Universities/Colleges

## INFORMATION WEBSITES

UNO Division of Continuing Studies  
Bureau of Labor Statistics  
American Health Information Management  
Professional Association of Healthcare Office Management  
Health Management Careers

[dcs.unomaha.edu](http://dcs.unomaha.edu)  
[goo.gl/vOvH9](http://goo.gl/vOvH9)  
[ahima.org](http://ahima.org)  
[pahcom.com](http://pahcom.com)  
[ache.org/healthmanagementcareers](http://ache.org/healthmanagementcareers)

## EXTRACURRICULAR ACTIVITIES

Gain work or volunteer experience in healthcare/insurance settings  
Develop computer skills in word processing, spreadsheets and databases and learn other relevant software programs  
Research graduate school and certification options