

WHAT CAN I DO WITH MY HEALTH ADMINISTRATION & POLICY DEGREE?

Using the Major Sheet:

- Large headings indicate **industry** area and subheadings indicate **employers** within that area.
- Use the titles to search for careers and related careers in order to explore your options within different areas of industry. Note that some career titles have multiple names for similar positions.
- An asterisk (*) notes that additional training (certification, graduate school, high level of experience) in order to obtain this career. Make sure you thoroughly research career pathways.

HOSPITALS

- Medical Records Administrator
- Human Resources Generalist
- Volunteer Services Director
- Fundraising/Development Specialist
- Health Information Technician
- Patient Representative
- Public Relations Specialist
- Medical Records Technician
- Risk Management Specialist
- Administrative Assistant
- Health Educator
- Admissions Staff
- Credit Analyst
- Support Specialist
- Recruiter

LONG-TERM CARE FACILITIES/ HOME HEALTH CARE SERVICES

Nursing Homes, Retirement Centers, Adult Day Care Centers, Home Health Care Agencies

- Admissions Representative
- Insurance Specialist
- Recruiter
- Hospice Coordinator
- Marketing Specialist
- Human Resources Manager
- Volunteer Coordinator
- Adult Day Care Coordinator
- Program Coordinator
- Recreation Leader
- Health Educator

MANAGED CARE ORGANIZATIONS (INSURANCE)

HMOs, PPOs, POSs

- Physician Relations Specialist
- Quality Assurance Specialist
- Provider Relations Coordinator
- Health & Benefits Claim Manager
- EAP Coordinator
- Insurance Compliance Analyst
- Account Manager
- Claims Examiner
- Claims Adjuster

MEDICAL OFFICE ADMINISTRATION

Clinic, Medical/Dental Offices, Mental Health Centers, Behavioral Health Facilities

- Office Manager
- Financial Officer
- Personnel Assistant

MEDICAL-RELATED SALES

Medical & Dental Suppliers, Dental & Medical Equipment Manufacturers

- Assistant Buyer
- Market Researcher
- Sales Representative
- Product Trainer
- Marketing Specialist

CORPORATE BENEFITS PROGRAMS

- Benefits Coordinator
- Health Policy Analyst
- Training/Education Specialist
- Wellness Program Developer
- Fitness Specialist
- Health Promotions Officer
- EAP Administrator
- Benefits Coordinator
- Project Analyst

HEALTH INFORMATICS

- Clinical
- Dental
- Pharmacy
- Telemedicine/Mobile Computing
- Clinical Research
- Mental Health
- Primary Care
- Translational Bioinformatics
- Consumer Health
- Nursing
- Public Health
- Veterinary

PUBLIC HEALTH ADMINISTRATION

VA, Public Health Departments, Regulation Agencies

- Outreach Assistant
- Research Assistant
- Public Health Educator
- Community Outreach Worker
- Program Developer
- Public Health Researcher
- Social Service Administrator
- Community Health Worker
- Inspector
- Project Coordinator
- Health Coordinator
- Health Statistician

POLICY / ADVOCACY

Congress / State Legislatures / Local Governments

- Congressional/Legislative Aide
- Legislative Research Assistant
- Legislative Correspondent
- Campaign Staffer/Aide
- Policy Analyst
- Committee Staff

Volunteer/Assistance Organizations

Peace Corps, Red Cross, Blood Banks, Domestic Violence Shelters, Meals on Wheels

- Volunteer Coordinator
- Program Coordinator
- Fund-Raiser/Development Associate
- Domestic Violence Prevention Spec.
- Sexual Assault Prevention Educator
- Pregnancy Counselor
- Community/Field Organizer
- Public Relations Specialist
- Membership Coordinator
- Community Health Volunteer
- Abuse Prevention Educator
- Substance Abuse Prevention Educator
- Project Manager
- Health Educator
- Advocate
- Parent Educator
- Community Relations

Health-Related Professional Associations, National Organizations

AMA, AARP, American Lung Association

- Project Manager
- Political Organizer
- Fund-Raiser/Development Associate
- Legislative Advocate
- Membership Coordinator
- Meetings Coordinator
- Public Relations Specialist
- Special Events Planner
- Program Developer
- Research Assistant
- Public Policy Analyst
- Writer/Editor

Preparation for a Competitive Job Market:

- **Focus on transferable skill sets** as you pursue a degree in Health Administration and Policy.
- **Obtain relevant internship, co-op, or volunteer experiences.**
- **Supplement Health Administration and Policy course work** with **classes relevant** to your career.
- **Meet with a Career Specialist** to explore options, make decisions, and prepare for career choices.

Additional Career Center Resources:

- **Major Sheets (HAPP, POLI, BIOL, SOCY, ANTH):** <http://careers.umbc.edu/tools/major-sheets/>
- **Links by Major:** <http://careers2.umbc.edu/tools/links.php>
- **The Vault:** <http://careers.umbc.edu/students/discover/explore-careers-majors/>
 - Click on Vault Career Insider portal link and provide UMBC user ID and password
 - Select "Guides" to view relevant guides such as:
 - "Vault Career Guide to Healthcare Management"
 - "Vault Guide to Alternative Healthcare Jobs"
 - "Vault Guide to Healthcare Provider Jobs"
 - "Vault Guide to Dental Care Jobs"
 - "Vault Guide to Allied Health Careers"

• **Professional Organizations:**

- American Public Health Association: <https://www.apha.org/>
- American Medical Informatics Association: <https://www.amia.org/>
- Health Care Administrators Association: <http://www.hcaa.org/>
- American Health Information Management Association: <http://www.ahima.org/>
- American Physical Therapy Association: <https://www.apta.org/>
- American Academy of Physicians Assistants: <https://www.aapa.org/>
- American Association of Colleges of Nursing: <http://www.aacn.nche.edu/>

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