

Medical and Health Service Manager

Medical and health service managers help hospitals, clinics, nursing homes, and other healthcare facilities run smoothly. They coordinate staff, manage budgets, oversee schedules, and make sure patients receive high-quality care. Instead of treating patients directly, medical and health service managers work behind the scenes to organize people, resources, and services so healthcare teams can do their jobs effectively.

► School to Career Pathway

- Earn a bachelor's degree and a master's degree in healthcare administration, business administration, public health, or a related field.
- Gain experience through an internship or entry-level job in a hospital, community health center, outpatient clinic, or similar.
- Obtain required state licenses. Consider additional certifications in health information systems, healthcare law, or related areas.

► Durable Skills

As a medical and health service manager, you need:

- Strong communication skills to work with doctors, nurses, patients, families, board members, investors, and community members.
- Analytical and problem-solving skills to evaluate data, address challenges, and make effective decisions.
- Leadership to manage daily operations while guiding a long-term vision for patients, staff, and the organization.
- A passion for serving patients and giving back to the community.



Core Duties

Manage Healthcare Operations:

Oversee the daily activities of a hospital, clinic, or healthcare department to ensure everything runs smoothly and efficiently.

Supervise Staff and Schedules:

Coordinate healthcare workers, create work schedules, and help employees perform their jobs effectively.

Monitor Budgets and Resources:

Track spending, manage supplies and equipment, and make sure the organization uses its resources wisely.

Ensure Quality Patient Care:

Develop and monitor procedures that help patients receive safe, effective, and high-quality healthcare services.

Follow Healthcare Laws and

Regulations: Ensure the facility meets health, safety, privacy, and legal requirements by keeping policies up to date and training staff on important rules.

► Paycheck Peek

\$31.50 hourly, \$65,510 annual

*Note that annual wages vary by location (state, city, or work setting)

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Could This Be Your Thing?

- Do you like creating schedules, keeping track of details, and making sure tasks get completed on time?
- Do you enjoy solving problems, like thinking through challenges, making decisions, and finding solutions when things don't go as planned?
- Are you good at organizing groups, keeping people on track, and focusing on a final goal?
- Are you interested in healthcare and making a difference, but don't want to treat patients yourself?

Explore Similar Career Pathways

- health education specialist
- health informatics specialist
- process engineer
- health and safety specialist

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- [O*NET Online: Health Informatics Specialist](#)
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