

## Careers in Health Care: Allied Health Sciences (AHS) major

(updated Jan 2021)

There are no specific jobs connected to the AHS - general emphasis major, but it can open doors to a wide variety of careers.

What kind of experience do you have? It is key to get experience during your college years.

Consider these courses:

- [AHS 490](#) Internship (3, 6 or 12 credits)
- [US 301](#) Internships and Job Search Strategies (1 credit)

The [Career Center](#) is another excellent resource as you research career options:

- [Careers by Major](#)
- [O\\*Net Online](#)
- [Career Resources](#)
- [Allied Health Sciences Careers](#)

### CAREER TITLES - examples

Provider Network Specialist	Billing specialist
Enrollment Specialist	Intake Screener
Health Screener	Case Managers
Research Assistant /Coordinator	Foster Care Case Manager
Patient Educator	Afternoon / Afterschool Teacher
Health Educator	Call Time Manager
Patient Advocate	Nursing Home Administrator
Pharmaceutical Sales	Retail Pharmacy Manager
QI Improvement Specialist	Facility Administrator
Business Office Coordinator	Administrator Assistant
Administrator	Practice Manager
Hospice Administrator	Children's Minister
Executive Director	Program Director

Need other Ideas?

- [List of Health Professions](#)
- [Explore Health Careers](#)

### JOB DESCRIPTIONS

**Administrator** – An Administrator provides office support to either an individual or team and is vital for the smooth-running of a business. Their duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Additionally, administrators are often responsible for office projects and tasks, as well as overseeing the work of junior admin staff.

**Administrator Assistant** – Administrative Assistants handle routine and advanced duties for other professionals. They organize files, create correspondence, prepare reports and documents, manage calendars to schedule appointments, sort mail, prepare invoices and offer general staff support. They may serve as an initial point of contact, answering phones and greeting visitors. They might engage in event planning and meeting setup and implementation. Very often they will make travel arrangements and generate itineraries. They have to deal with other people from a wide variety of levels, from clients to management and even corporate CEOs.

**Billing Specialist** – A Billing Specialist examines an organization's financial records, including their receipts, bills of sale and other invoice documents, to process payments and ensure patients or customers are being charged the correct amount.

**Business Office Coordinator** – Office Coordinators are responsible for both general and clerical tasks around the office. This position involves general office organization and streamlining business operations throughout the organization. Additional tasks may vary depending on the company and may include customer engagement, billing clients, and training personnel. Office Coordinators may progress into different roles such as project coordinator, office manager, operations manager, or operations manager.

**Case Manager** – Case managers work to facilitate patient care by assessing patient needs, evaluating treatment options, creating treatment plans, coordinating care, and gauging progress. Oftentimes case managers work with physicians, social workers, families, and human services providers.

**Call Time Manager** – Works with the finance director to organize & manage the candidate's fundraising calls. Responsibilities include: Preparing and tracking all calls; performs all call follow up; and manages and conducts all donor research. Ideal candidate is personable, organized and has some campaign experience.

**Enrollment Specialist** – An enrollment specialist can work in any organization that has membership or enrollment opportunities, including healthcare or education facilities, insurance companies, government organizations, and gyms. In a hospital, your responsibilities include determining patient eligibility for care, verifying such eligibility with the patient's insurance company, collecting their health records, and managing medical care forms, ensuring they are correct and complete. In an insurance office, you help enroll new members into programs, maintain current members, and answer questions about each new program while educating individuals about their benefits. Experience in office administration can help complete duties like collecting data from clients either over the phone, online, or in person and compiling it into an organized database. At a school, you help students understand financial aid and the admissions process. You may be responsible for planning and hosting enrollment activities to find prospective students as well.

**Executive Director** – Also known as Chief Executive Officers or Executive Managers, Executive Directors are tasked with creating business plans, overseeing day-to-day activities, improving performance, developing organizational culture, supervising heads of departments, reporting on revenue, and directing organizational strategy.

**Facility Administrator** – Facilities administrators are responsible for providing dedicated administrative service and support for a variety of organizations, from law firms and technology companies to nursing homes. As chief administrators, they work closely with all other offices to ensure that operations proceed smoothly and also work with management to maintain proper records and documentation of all transactions. Facilities administrators may help develop long-term plans and goals for the administrative branch to improve efficiency and quality throughout the organization. Other responsibilities may include supervising non-management personnel, overseeing facilities, evaluating tax reports, accounting, or ledgers, and occasionally interacting directly with clients.

**Foster Care Case Manager** – Provide case management for foster parents, foster children and legal family member. Ensure all children's safety, well-being and permanency. Documentation of meetings, contacts, and case progress by completing paperwork, progress notes, and writing plans of service.

**Health Educator** – Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments. May also serve as a resource to assist individuals, other professionals, or the community, and may administer fiscal resources for health education programs.

**Health Screener** – Health screeners help facilitate screening through tasks such as performing checks of blood pressure and heart rate, as well as using biometric scanning equipment to gather a snapshot of patient health and make recommendations about risk factors and the need for further medical care or diagnostics.

**Hospice Administrator** - A hospice is a residential nursing facility that provides compassionate round-the-clock care for terminally ill patients in the last phases of an incurable disease. Hospice administrators are given a senior-level leadership position in managing the daily operations of these facilities to guarantee that patients can live their final days as fully and comfortably as possible. The hospice administrator, also commonly referred to as the hospice director, has an important duty of acting as a liaison between patients, their families, and the medical staff to coordinate quality end-of-life care. Hospice administrators often supervise the delivery of pain control, home healthcare, inpatient treatment, spiritual healing, respite care, and bereavement services through the dying process. Below we've created a full job profile to show what aspiring health professionals can expect from specializing as a hospice administrator.

**Intake Screener** – Participates in Patient Intake, and providing biometric screenings such as height, weight, blood pressure, cholesterol, glucose, bone density, body fat, BMI, etc. Performs other duties as assigned.

**Nursing Home Administrator** – Nursing home administrators work in long-term care facilities, assisted-living facilities, and retirement homes to oversee residents' care, lead staff, and improve operations. This position requires someone who has prior experience in healthcare, as well as clinical and business skills gained through a related college degree program. Since nursing homes do not close, administrators may work more irregular and longer hours than other types of medical and health services managers.

**Patient Educator** – The job of a patient educator often falls to a registered nurse, but some clinics and other health care facilities employ other qualified caregivers to fill the position. Educators work with patients and physicians to create effective treatment strategies. They monitor a patient's condition and make recommendations as needed. Patient educators make sure their clients understand medical processes, and if necessary, they show them how to use specialty equipment. Sometimes patient educators dedicate themselves to advising a certain type of patient. For example, a diabetes educator suggests necessary dietary and lifestyle changes after a person gets diagnosed with diabetes. Other patient educator specialties include HIV or respiratory aid, among others. An educator remains with the patient beyond the initial diagnosis to keep track of the patient's ongoing condition and make any necessary changes to treatment.

**Patient Advocate** – Patient advocates work on behalf of patients, ensuring that patients have the information they need to make the best decisions about their health care. They might work for hospitals or other health care facilities, nonprofit advocacy groups or for-profit companies, or they can work independently as private patient advocates. Patient advocate job duties can vary by type of employer, but in general, they support patients on an on-going basis to make sure patients know about available resources, including insurance choices and health care benefits programs. Patient advocates might educate patients and their families about treatment options and post-treatment care, explain to patients what their rights are in the health care system, or help patients fill out applications or appeals related to Medicaid or Medicare. They often serve as liaisons between patients and medical staff, communicating patients' questions and concerns, and they might investigate patient complaints and direct them to the appropriate person or agency for resolution.

**Pharmaceutical Sales** – Pharmaceutical sales representatives provide a vital link between drug manufacturers and pharmacies to spread potentially life-saving medicines. Pharma reps are persistent, assertive selling gurus who travel to healthcare facilities to promote new drugs tested by their company. It's the PSR's job to present product samples to physicians, surgeons, medical specialists, or other clinicians and persuade them to prescribe the drug to their patients. Pharmaceutical sales representatives strive to form long-lasting purchasing connections with healthcare providers to meet productivity goals.

**Practice Manager** – Practice managers are given a multitude of administrative responsibilities when managing the daily operations for a medical practice and developing its business strategy. Most practice managers will be responsible for hiring new staff, negotiating employee benefits, developing personnel policies, resolving labor conflicts, maintaining equipment, ordering medical supplies, ensuring compliance with all government guidelines, guaranteeing medical records are stored properly, completing payroll, preparing taxes, transmitting insurance claims, performing internal compliance audits, and marketing new medical services. Practice managers juggle many balls with the goal of handling the business aspects of medicine to maximize physicians' time, decrease patient wait time, and enhance patient care.

**Program Director** - Program Directors research, develop and plan outreach programs that promote their organization and contribute to its overall success. The programs they create include all procedures, deadlines and a budget they must adhere to. They hire staff to achieve success in each program and make certain the staff members are current with all required professional credentials. Program Directors must maintain knowledge of the laws and regulations that pertain to the organization's operations and ensure that all programs act within those requirements.

**Provider Network Specialist** – Network Specialists manage networks to ensure they function efficiently. Tasks such as collecting network performance data, monitoring network security, troubleshooting issues, anticipating problems and performing routine maintenance are commonplace for these IT professionals. Network security is one of the most important duties of Network Specialists. They implement secure network access protocols and then monitor and evaluate them for issues. Good documentation and record keeping skills are essential. They also prepare users to utilize the network safely by conducting relevant training sessions and providing helpful references and easily accessible support.

**QI Improvement Specialist** – A quality improvement specialist works within the medical field to improve the operation of hospitals and clinical facilities. They typically do not work with patients directly, and work instead with administrators and other leaders to evaluate the operational efficiency of the medical facility. Their job duties are focused on improving the overall care and experience that a patient receives while at the facility. They are focused on the health of the facility and its ability to improve the health of the patients. They gather data on care procedures and systems, analyze it for possibilities of improvement, and then make recommendations based on the results.

**Research Assistant/ Coordinator** – Coordinates and administers research study associated activities. Assists in project planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed. Recruits and coordinates research subjects, as appropriate, and serves as principle administrative liaison for the project. Oversees and coordinates the provision of administrative and staff services to director the investigators; develops and maintains recordkeeping systems and procedures.

**Retail Pharmacy Manager** – Pharmacy managers lead staff members in the pharmacy by assigning work tasks, supervising, evaluating, hiring, firing, training, and scheduling work shifts for all employees. Pharmacy managers fill prescriptions and check prescriptions filled by pharmacy techs to ensure proper procedures have been followed.

**Teacher: Afternoon/After school** – After School Teachers work with small groups of children and are in charge of ensuring a positive learning environment for students. Typical duties described in an After-School Teacher resume are preparing materials, organizing activities, helping students with assignments, updating attendance records, attending staff meetings, and reporting to management. The most successful candidates demonstrate training skills, a caring personality, punctuality, patience, and computer competencies.