HEALTH SERVICES ADMINISTRATION

**Business Management & Administration**

*Health Information Technology*

*Introduction to Business & Marketing –or- Health Science Education*

*Business Management -or- Dual Enrollment*

*Health Services Administration Practicum*

*-or-*

*Dual Enrollment*

*Level Four*

*Level Three*

*Level Two*

*Level One*

**ABOUT THIS PROGRAM OF STUDY**

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| **Dual credit/dual enrollment options include:**  Health Services Administration |

Medical and Health Services Managers plan, direct, or coordinate medical and health services or the operations of hospitals, clinics, managed care organizations, public health agencies, or similar organizations. Medical records and health information technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems by using various classification systems to code and categorize patient information. Students who want to work in the healthcare field, but do not actually want to serve as a providers (doctors, nurses, dentists, dental hygienists, physical therapists, etc.) would enjoy a career in the area of Health Services Administration.

This is not an exhaustive list of all of the opportunities available in Tennessee.

**Health Services Administration Occupations with the Most Annual Average Openings in Tennessee (2014 – 2022)**

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| --- | --- | --- |
| **Occupation** | **Average Annual Openings** | **Total % Change** |
| Claims Adjusters | 140 | 9.00% |
| Emergency Management Directors | 5 | 9.40% |
| Insurance Claims Clerks | 110 | 13.90% |
| Medical and Health Services Managers | 410 | 30.70% |
| Medical Assistants | 735 | 33.00% |
| Medical Records Technicians | 225 | 29.00% |
| Medical Secretaries | 315 | 37.00% |
| Medical Transcriptionists | 120 | 28.30% |

Source: TN Dept of Labor & Workforce Dev, Div Emp Sec, R&S

Source: TN Dept of Labor & Workforce Dev, Div Emp Sec, R&S  
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| **Occupation** | **Average Annual Openings** | **Total % Change** |
| Customer Service Representatives | 4,305 | 10.30% |
| File Clerks | 4,305 | 10.30% |
| Human Resources Assistants | 4,305 | 10.30% |
| Insurance Claims/Policy Processing Clerks | 2,100 | 3.90% |
| Office Clerks | 2,100 | 3.90% |
| Statistical Assistants | 2,100 | 3.90% |
| Secretaries and Administrative Assistants | 1,805 | 10.60% |

Source: TN Dept of Labor & Workforce Dev, Div Emp Sec, R&S;

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**CAREER OPPORTUNITIES**

The *Health Services Administration* occupation group is projected to grow in Tennessee between 2014 and 2022. Job opportunities are strongest in the area in and around Davidson County (metropolitan Nashville area), though there is strong potential for openings in other counties around the metropolitan areas of Memphis, Knoxville, and Chattanooga. Occupations from this program of study with the greatest number of average annual openings include claims adjusters, emergency management directors, health services managers, medical assistants and secretaries, and medical transcriptionists.

**Annual Average Openings for *Health Service Administration* Workers in Tennessee (2014 – 2022)**





Source: TN Departmentof Labor and Workforce Development. (2015). Employment Security Division, Labor Market Information Section, on the internet at <https://www.jobs4tn.gov/>



Students in this program of study will be eligible to join

**POSTSECONDARY OPTIONS**

Have you registered for the Tennessee Promise? Seniors enrolled in this program have the chance to attend a two-year program at a Tennessee College of

Applied Technology (TCAT),

community college, or some 2-year university programs for free! To learn more, please see your school counselor or visit <http://www.tennesseepromise.gov>.

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| **School** | **Degree Program** |
| University of Tennessee | Medical Administrative Assistant |
| Chattanooga/Dyersburg/Nashville State Community Colleges | Health Information Management |
| Middle Tennessee State University | Healthcare Administration |
| Austin Peay State University | Healthcare Management |
| Tennessee State University | Healthcare Administration & Planning |

For more college and career planning resources, visit http://collegefortn.org.

HOSA, Health Occupations Students of America. In addition to school events, students will be able to compete at the regional, state, and national level. Through HOSA, students not only learn about business, but also professionalism, leadership, and soft skills. Walk away from your high school career with experience in competing, networking, applying course content, and more! See your health science teacher to learn more about HOSA or visit <http://tennesseehosa.org>

**For more information, contact:**

**SCHOOL HIGH SCHOOL**

**TENNESSEE COUNTY SCHOOLS**

**CTE DIRECTOR: NAME**

**EMAIL**

**BUSINESS TEACHER: NAME**

**EMAIL**