

Medical and Health Services Managers

SOC: 11-9111 • Career Profile Report

■ Key Facts

\$117,960 Median Salary	616,200 Employment	+23.0% Growth Rate
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■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Low Risk - 18.0% probability of being automated in the next 10-20 years.

This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■ Work-Life Balance

8.6/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.2/10	Investigative	6.8/10
Artistic	4.4/10	Social	7.8/10
Enterprising	8.6/10	Conventional	7.4/10

■ Top Skills Required

Analytical skills, Communication skills, Detail oriented, Leadership skills, Technical skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Medical and Health Services Managers typically perform the following tasks:

- Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel.
- Develop and maintain computerized record management systems to store and process data, such as personnel activities and information, and to produce reports.
- Plan, implement, and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff.
- Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting.
- Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options.
- Establish work schedules and assignments for staff, according to workload, space, and equipment availability.
- Monitor the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services.
- Direct or conduct recruitment, hiring, and training of personnel.
- Manage change in integrated health care delivery systems, such as work restructuring, technological innovations, and shifts in the focus of care.
- Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning.
- Establish objectives and evaluative or operational criteria for units managed.
- Develop and implement organizational policies and procedures for the facility or medical unit.
- Review and analyze facility activities and data to aid planning and cash and risk management and to improve service utilization.
- Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives.
- Develop or expand and implement medical programs or health services that promote research, rehabilitation, and community health.
- Consult with medical, business, and community groups to discuss service problems, respond to community needs, enhance public relations, coordinate activities and plans, and promote health programs.
- Develop instructional materials and conduct in-service and community-based educational programs.
- Inspect facilities and recommend building or equipment modifications to ensure emergency readiness and compliance to access, safety, and sanitation regulations.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm>