



# EPIC

••• READY SET LEARN

**DESIRE.  
INSPIRE.  
GO HIGHER.**

## MEDICAL/HEALTH SERVICE MANAGER

On a daily basis, I plan, direct, and coordinate medical and health services. Many times, I manage an entire facility, a specific clinical area or department, or a medical practice for a group of physicians. I must direct changes that conform to changes in healthcare laws, regulations, and technology.

### **THESE ARE THE THINGS I DO ON A DAILY BASIS:**

- Work to improve efficiency/quality in delivering services
- Develop departmental goals and objectives
- Ensure facility compliance with new laws and regulations;
- Recruit, train, and supervise staff
- Manage the finances of the facility
- Create work schedules
- Prepare/monitor budgets/spending within allocated funds
- Represent the facility at meetings or on governing boards
- Keep organize records of the facility's services
- Communicate with medical staff member's/dept. heads

### **Why this job is a good fit?**

- ▶ Independence
- ▶ Working conditions
- ▶ Providing service others
- ▶ Work value

### **Tools I use**

- ▶ Computers
- ▶ Epicoder
- ▶ Database Software (SQL)
- ▶ Analytical/Scientific Software
- ▶ EHR/Medical software



*Resources: This and other Career Data Sheets available on [www.epicworkforce.net](http://www.epicworkforce.net). Information may vary by job and should be verified before pursuing a position. Other related information is available at [onetonline.org](http://onetonline.org), [careeronestop.org](http://careeronestop.org), [jobcenter.usa.gov](http://jobcenter.usa.gov), and [www.bls.gov/ooh/](http://www.bls.gov/ooh/).*

# DESIRE.

Learn more at:

[www.epicworkforce.net/](http://www.epicworkforce.net/)

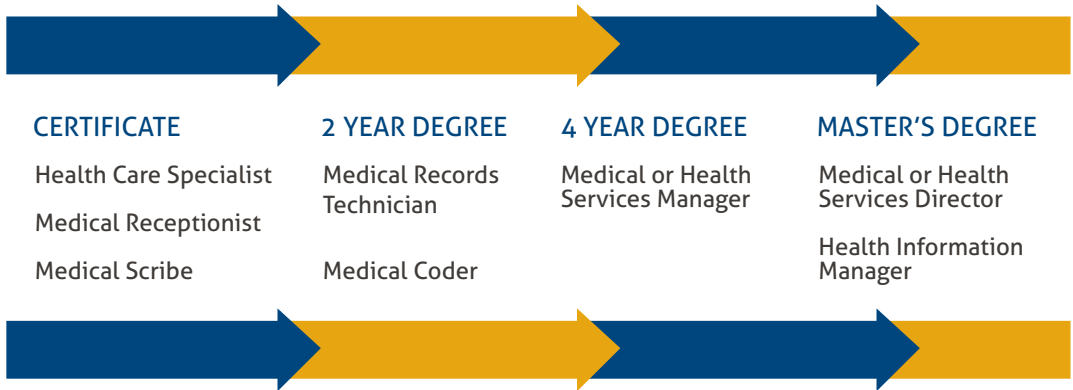
*Why I enjoy my job as a  
Medical/Health Service Manager:*

- ▶ I can work on my own and make decisions.
- ▶ I have job security.
- ▶ I work in a friendly non-competitive environment.

**IMPORTANT SKILLS AND ABILITIES FOR THE JOB:**

- ▶ Coordination
- ▶ Written Comprehension/Expression
- ▶ Judgement/Decision Making
- ▶ Problem Sensitivity
- ▶ Oral Comprehension/Expression

# INSPIRE.



# GO HIGHER.

## CREDENTIALS OFFERED:

*Check for credential specifics at your KCTCS Home College!!*

### **CERTIFICATES**

*ELECTRONIC HEALTH RECORDS | MEDICAL CODING | HOSPITAL ADMISSIONS  
MEDICAL SCRIBE | HEALTH CARE SPECIALIST | MEDICAL RECEPTIONIST*

### **DEGREES**

*ELECTRONIC MEDICAL RECORDS | MEDICAL CODING*

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