

HEALTH SERVICES ADMINISTRATION CAREER PATHS – Larry L. Luing School of Business

Healthcare Paralegal - Healthcare paralegals typically work for hospitals, insurers, or law firms specializing in medical malpractice lawsuits or defense. They may also work for the government, in social services or for regulatory agencies. Pharmaceutical companies and non-profit social services agencies also employ paralegals to help clients with insurance and healthcare industry issues.

Paralegals can also work at medical-legal partnerships, as well as organizations that deal with HIPAA, the Health Insurance Portability and Accountability Act of 1996, which demands constant legal review and input.

Major Electives

Free or Liberal Arts Electives

JUS1100	Introduction to Justice Studies
LAW1100	Introduction to Law
SOC2218	Police and Society

Nursing Home Administrator - Nursing Home Administrators are responsible for every aspect of the management, maintaining, and operation of nursing homes. Their many duties range from management of personnel to public relations. Administrators supervise other managers and may have one or more assistants. Administrators supervise managers and work closely with the medical director and nursing staff to ensure proper medical treatment for all residents. They also act as the nursing home's representative during interactions with residents' families, government agencies, and the community.

HSM2260 Customer Service Management
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in Health Services

SOC2205	World Cultures
MGT4430	Leadership

Practice/Office Manager - Medical practice and office managers, also called healthcare executives or healthcare administrators, plan, direct, and coordinate medical and health services. They might manage an entire facility, a specific clinical area or department, or a medical practice for a group of physicians. Medical and health services managers must direct changes that conform to changes in healthcare laws, regulations, and technology.

HSM2260 Customer Service Management
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in Health Services

JUS1100	Introduction to Justice Studies
MED1120	Medical Office Administration
MGT4430	Leadership

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_health_services_administration_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_health_services_administration_ny_statistics.htm.

Career Paths are not minors or concentrations and will not be noted on a student's transcript or diploma. Career Paths are suggested electives to fill elective credits.