

Health Administration and Information

*Biophotographer, Health Care Public Relations, Health Information Administrator,
Health Information Technician, Health Services Administrator,
Medical Assistant, Medical Coding Specialist, Medical Illustrator,
Medical Librarian, Medical Secretary, Medical Transcriptionist*



Biophotographer, Health Care Public Relations

Biophotographer

JOB DESCRIPTION

In order to photograph and document scientific information, biophotographers are specially trained in the areas of medicine, biology, chemistry, or other health subjects. Typically, their work is used in research reports, scientific publications, medical journals, or textbooks. In addition to being skilled in all technical aspects of photography, biophotographers must also be familiar with the biological sciences. A unique technique employed by biographers is photomicrography, which allows a microscopic object, such as a virus or bacteria, to appear in full detail to the unaided eye. A biophotographer may also document a surgical procedure, photograph an autopsy, or create a visual record of specimens.

WORK ENVIRONMENT

Often, biophotographers are employed by major medical, dental, veterinary and health schools and organizations. Pharmaceutical companies, publishing

houses, and hospitals need biophotographers to aid in the depiction of microscopic and macroscopic events. Some biophotographers are employed in jobs that have a standard 40-hour workweek, others produce photographs as a part-time job, or are self-employed and make their own hours.

ANNUAL WAGES

National	\$25,043
New York State	\$31,616

National and New York State median annual earnings for Photographers for 2003. U.S. Department of Labor, Bureau of Labor Statistics.

ACADEMIC REQUIREMENTS

For most biophotography positions, high school diploma or on-the-job-training will not be enough. Formal training programs offered by colleges, vocational-technical schools, and trade schools are usually two to four years in length. If one chooses to obtain a college degree in photography, courses related to specific scientific or medical fields are also required. The BioCommunications Association

conducts a certification program that will register all successful individuals as a Registered Biologic Photographer.

PROFESSIONAL ORGANIZATIONS

BioCommunications Association
Health and Sciences Communications Association

For professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

Health Care Public Relations

JOB DESCRIPTION

Health care public relations and marketing specialists handle internal and external communications and promotions for a health care organization. Their responsibilities include writing newsletters, handling media/publicity calls, preparing marketing plans for various programs, planning and strategizing promotional and marketing efforts, and writing and creating collateral materials to promote services. They also arrange events between the organization and the public.

WORK ENVIRONMENT

Health care public relations and marketing specialists usually work in hospitals, nursing homes rehabilitation or psychiatric facilities or for health maintenance organizations (HMOs). They usually work 40 hours a week, although hours can vary.

ANNUAL WAGES

National	Public Relations Manager ...\$64,813	Marketing Manager.....\$83,221
New York State ...	Public Relations Manager ...\$86,486	Marketing Manager\$102,544

National and New York State median annual earnings for 2003. U.S. Department of Labor, Bureau of Labor Statistics.

ACADEMIC REQUIREMENTS

A bachelor's degree is required, combined with experience in public relations as an intern. Recommended areas of post secondary study include communications, journalism, English, public relations, advertising, or a related field. Public relations professionals can become accredited through the Public Relations Society of America or the International Association of Business Communicators.

PROFESSIONAL ORGANIZATIONS

International Association of Business Communicators
Public Relations Society of America

For professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

Health Information Administrator, Health Information Technician

Health Information Administrator

JOB DESCRIPTION

Medical records are permanent documents created and maintained for each person who becomes a patient at a healthcare facility. These records, which may be maintained in paper or electronic media contains the “who, what, where, when, why, and how” of a patient’s care. Maintaining this information is important because it is used to diagnose, treat, and plan health care services; evaluate overall quality of care; and accurately bill for services that were provided. Health information administrators (who are certified as Registered Health Information Administrators) manage medical record or health information departments in hospitals and other health care organizations. They design and manage health information systems so they meet medical, legal, and ethical standards. They also supervise other personnel who process health information.

WORK ENVIRONMENT

Health information administrators work in hospitals, outpatient clinics, insurance companies, governmental agencies, educational institutions, and private industry.

ANNUAL WAGES

Starting Salary\$40,000
 Overall Average\$54,700

Salary ranges for 2003. American Medical Association.

ACADEMIC REQUIREMENTS

A bachelor’s degree is required in health information administration from a college or university accredited by the American Medical Association in conjunction with the American Health Information Management Association. Individuals who already have a college degree with prerequisite courses may earn a post-graduate certificate in health information management. Graduates from either a degree or certificate program are eligible for the national registration examination, offered by the American Health Information Management Association, to become a Registered Health Information Administrator.

PROFESSIONAL ORGANIZATIONS

American College of Health Care Administrators
 American Health Care Association
 American Health Information Management Association
 Association of University Programs
 in Health Administration
 Health Care Information and Management Systems

For professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

Health Information Technician

JOB DESCRIPTION

Health information technicians assist health information administrators in the review and maintenance of medical records, retrieving and compiling data from various reports, and assist in the proper storage, maintenance and retrieval of medical records. They use these records to compile statistics to determine such things as the percent increase in the number of stroke or HIV/AIDS patients seen from year-to-year. Technicians are knowledgeable in organizing a large number of records so that they can be used to find different types of information. Health information technicians also control access to information contained within medical records to maintain confidentiality.

WORK ENVIRONMENT

Health information technicians work in hospitals, clinics, medical offices, state and local health departments, long-term care and other healthcare facilities, drug companies, and law firms.

Starting Salary\$30,000
 Overall Average\$39,100

Salary ranges for 2003. American Medical Association.

ACADEMIC REQUIREMENTS

An associate’s degree is required in health information technology. Programs must be accredited by the American Medical Association in conjunction with the American Health Information Management Association. Courses include health sciences, diagnostic and procedure coding, statistics, health law and ethics, and health information maintenance and administration. Graduates from an accredited program are eligible for the national registration examination, offered by the American Health Information Management Association, to become a Registered Health Information Technician.

PROFESSIONAL ORGANIZATIONS

American Health Information Management Association
For professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

*Health Services Administrator, Medical Assistant**Health Services Administrator***JOB DESCRIPTION**

Health services administrators work in offices within hospitals and other health care settings managing the business side of health care. They work as part of a team to help plan, deliver, and finance health services. They also organize marketing and fundraising efforts along with community functions for the hospital or other health organization, respond to patient complaints, and make speeches on behalf of the organization. Depending upon their job title and where they work (ie., either within a specific department in a hospital or in the primary management office of a small health facility), health services administrators have varying levels of responsibility. Overall, they are in charge of managing important business decisions within the organization, such as setting department budgets; purchasing new equipment; hiring, training and firing employees; overseeing billing issues; and controlling patient outreach efforts.

WORK ENVIRONMENT

Administrators often work in nursing homes, health maintenance organizations (HMOs), physician group practices, home health agencies and medical laboratories.

ANNUAL WAGES

National	\$64,563
New York State	\$77,605

National and New York State median annual earnings for Medical and Health Services Managers 2003. U.S. Department of Labor, Bureau of Labor Statistics.

ACADEMIC REQUIREMENTS

The type of education needed to qualify for health services administration positions will vary from job to job. Degrees in health administration are available at the bachelor, master, and doctoral levels from various colleges, universities, and health professional schools. For most positions beyond entry level, at least a master's degree is necessary. A degree in public health, business administration, or one of the health sciences may be useful in seeking more advanced administration positions.

PROFESSIONAL ORGANIZATIONS

American College of Health Care Administrators
American College of Healthcare Executives
Association of University Programs in Health Administration
Medical Group Management Association

For a professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

*Medical Assistant***JOB DESCRIPTION**

Medical assistants help doctors by performing a variety of clinical and administrative duties. The scope of their duties generally depends on the size of the practice in which they are employed, with those in larger practices tending to be more specialized. Clerical or administrative duties may involve telephone monitoring, patient record organization, appointment scheduling, billing, and bookkeeping. Some common clinical assignments may include taking vital signs, performing basic laboratory tests, disposing of or sterilizing laboratory supplies, drawing blood, or preparing patients for the physician.

WORK ENVIRONMENT

Medical assistants are employed by physicians' offices, health maintenance organizations (HMOs) and other medical settings. They work with doctors, nurses, and other personnel and may supervise medical secretaries

and clerks. Most full-time medical assistants work a regular 40-hour week. Some work part-time, evenings, or weekends.

ANNUAL WAGES

National	\$24,170
New York State	\$26,957

National and New York State median annual earnings for 2003. U.S. Department of Labor, Bureau of Labor Statistics.

ACADEMIC REQUIREMENTS

Education is available at community colleges and leads to either a certificate/diploma (one-year) or an associate degree (two years). The curriculum covers anatomy and physiology, medical terminology, medical law and ethics, administrative, examination room, laboratory procedures, medical record management, and other related topics. Graduates of accredited programs are eligible to take the certification examination given by the Certifying Board of the American Association of Medical Assistants.

PROFESSIONAL ORGANIZATIONS

American Association of Medical Assistants

For a professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

Medical Coding Specialist, Medical Illustrator

Medical Coding Specialist

JOB DESCRIPTION

A medical coder is a member of the health information service team. The coding professional uses a classification system to assign code numbers and letters to each symptom, diagnosis, disease, procedure, and operation that appears in the patient's chart. These codes are used for insurance reimbursement, research, health planning analysis, and to make clinical decisions. A high degree of accuracy and a working knowledge of medical terminology, anatomy, and physiology are important skills for these professionals.

WORK ENVIRONMENT

Coding specialists work in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities, and home health care agencies. They are also employed by consulting firms, coding and billing services, insurance companies, governmental agencies, and computer software companies. Full- and part-time employment opportunities are available.

ANNUAL WAGES

National	\$32,000
New York State	\$35,000

Academic Practice Compensation and Production Survey for Faculty and Management, 2003 Report Based on 2002 Data. Medical Group Management Association.

ACADEMIC REQUIREMENTS

Some college courses or an independent study course in medical coding is preferred. The recommended career track for a coding specialist is to work in the field for two years before taking the Certified Coding Specialist or Certified Coding Specialist-Physician Careers-based exam administered by the American Health Information Management Association. Both certifications represent mastery in clinical coding and must be maintained on an annual basis.

PROFESSIONAL ORGANIZATIONS

American Academy of Professional Coders
American Health Information Management Association

For a listing of professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

Medical Illustrator

JOB DESCRIPTION

Medical illustrators are artists who create graphics to meet the requirements of communication media for the biosciences. This work may be used in publications, film, television, and exhibits. Medical illustrators must be accomplished in drawing, painting, and modeling techniques as well as experienced in the media and materials of commercial art. A medical illustrator may work as a member of a research team to provide illustrations and assist with the project that is being worked on. Medical illustrators may also be responsible for preparing charts, graphs, and tables of statistical data. Some artists specialize in preparing artificial body parts such as nose, eyes, or ears to be used when patients require cosmetic or functional improvements. Others prepare models for instructional purposes. They should have a strong foundation in anatomy, biological sciences, pathology, physiology and general medical knowledge to ensure the authenticity of their work.

WORK ENVIRONMENT

Medical illustrators may work at medical, veterinary, dental schools and hospitals. They may also work on a freelance (independent) basis for doctors, drug companies, publishers, advertising agencies, lawyers, or research teams. Generally, medical illustrators will work a standard 40-hour week but self-employed artists may have non-traditional hours.

ANNUAL WAGES

Starting Salary	\$35,000-50,000
Overall Average	\$50,000-75,000

Salary ranges for 2003. American Medical Association.

ACADEMIC REQUIREMENTS

A master's degree from an accredited institution is generally required for most positions in medical illustration. There are very few programs in the United States, with each program usually accepting three to twelve students a year. The normal length of these programs is two years. At the undergraduate level, courses in biology and art are equally important for admission to graduate schools. Within each training

program, the student may specialize in a specific area of medical illustration such as surgery, veterinary illustration, or animation.

PROFESSIONAL ORGANIZATIONS

Association of Medical Illustrators
Health and Sciences Communications Association

For professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

Medical Librarian, Medical Secretary

Medical Librarian

JOB DESCRIPTION

A medical librarian, also known as an information specialist, links people to health information.

They organize and help people find health, science, patient care, and general information in a range of settings. Medical librarians teach people how to use information to improve health care.

WORK ENVIRONMENT

Medical librarians work in libraries or information resource centers located in colleges and universities, corporations, hospitals, government agencies, Internet companies, public libraries, and research centers. Librarians often plan and manage library services and staff. The librarian's position can be full-time or part-time.

ANNUAL WAGES

National\$44,138

New York State\$45,053

National and New York State median annual earnings for Librarians for 2003, U.S. Department of Labor, Bureau of Labor Statistics.

ACADEMIC REQUIREMENTS

A bachelor's degree is required, including courses such as biology, medical sciences, medical terminology, computer science, education, and management. Knowledge of computer software is also desirable. A master's degree in library and information sciences, accredited by the American Library Association, is mandatory.

PROFESSIONAL ORGANIZATIONS

Medical Library Association

For professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

Medical Secretary

JOB DESCRIPTION

Medical secretaries perform a variety of tasks to keep a medical office running efficiently. They are familiar with medical practice and terminology and can transcribe medical notes, prepare written reports, handle correspondence, file records, answer the telephone, and bill patients.

WORK ENVIRONMENT

Medical secretaries are usually employed in physicians' offices, but may also work in hospitals or other health care facilities. Most secretaries are full-time employees, although part-time and off-hour schedules are available.

ANNUAL WAGES

National\$26,000

New York State\$27,269

National and New York State median annual earnings for 2003, U.S. Department of Labor, Bureau of Labor Statistics.

ACADEMIC REQUIREMENTS

Anyone with basic office skills is eligible to be hired as a medical secretary and can be trained on the job. Extra training or advanced skills, however, make an applicant more marketable to an employer. Vocational-technical schools and community colleges often offer secretarial training courses, although those seeking a job as a medical secretary should enroll in a specialized training program. Familiarity with anatomy, technical procedures and laboratory techniques is useful, as is knowledge of health insurance and the computer programs typically used in physicians' offices.

PROFESSIONAL ORGANIZATIONS

International Association of Administrative Professionals

For professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

Medical Transcriptionist

Medical Transcriptionist

JOB DESCRIPTION

A medical transcriptionist listens to a summary about a patient, types what is heard, and then places the information in the client's permanent record. This dictation provides a clear, concise, written record, which must contain correct spelling, grammar, and punctuation. Transcriptionists use computers and word processors to complete many medical documents, including medical histories, physicals, consultations, and operative reports. They record procedures and treatments for the medical record and for the physician's reference.

WORK ENVIRONMENT

Medical transcriptionists work in health care type settings such as hospitals, clinics, physician's offices, health maintenance organizations (HMOs), public

health agencies, home health care agencies, nursing homes, or may be self-employed. Medical transcriptionists may work part-time or full-time and may work evenings and weekends.

ANNUAL WAGES

National	\$27,581
New York State	\$30,222

National and New York State median annual earnings for 2003. U.S. Department of Labor, Bureau of Labor Statistics.

ACADEMIC REQUIREMENTS

Students must complete a program or associate degree in medical transcription. Course work includes English composition and grammar, computer applications, medical terminology and medical transcription. Upon completion of a program, individuals can earn the designation Certified Medical Transcriptionist if they pass written and practical examinations provided through the American Association of Medical Transcription.

PROFESSIONAL ORGANIZATIONS

American Association for Medical Transcription

For professional organization address and phone information see Appendix B.

EDUCATIONAL INSTITUTIONS

For a listing of educational programs in New York State for Health Administration and Information see page 27.

*New York State Educational Institutions***NEW YORK STATE EDUCATIONAL INSTITUTIONS WITH PROGRAMS IN HEALTH ADMINISTRATION AND INFORMATION***(For New York State educational institution address and phone information, see Appendix A.)*

Alfred University
 Allen School-Brooklyn
 Allen School-Jamaica
 American Center for Career Training
 Asa Institute of Business and Computer Technology
 Broome Community College
 Bryant and Stratton Business Institute
 Bryant and Stratton Business Institute-Albany
 Bryant and Stratton Business Institute-Buffalo
 Bryant and Stratton Business Institute-Main Syracuse
 Bryant and Stratton Business Institute-Rochester
 Caliber Training Institute
 Cattaraugus County BOCES School of Practical Nursing
 Center for Employment Training-Bronx
 Clinton Community College
 Columbia University in the City of New York
 Cornell University-New York State Statutory Colleges
 City University of New York Bernard M Baruch College
 City University of New York Bronx Community College
 City University of New York Brooklyn College
 City University of New York City College
 City University of New York College of Staten Island
 City University of New York Hunter College
 City University of New York Lehman College
 City University of New York Queensborough Community College
 Daemen College
 Dominican College of Blauvelt
 Dover Technical School
 D'Youville College
 Erie Community College-North Campus
 Franklin Career Institute
 Genesee Valley BOCES
 Grace Institute of Business Technology
 Herkimer County Community College
 Hofstra University
 Iona College
 Ithaca College
 Long Island Business Institute
 Long Island University-Brentwood
 Long Island University-Brooklyn Campus
 Long Island University-C W Post Campus
 Long Island University-Rockland Campus
 Madison Oneida BOCES-Continuing Education
 Mandl School
 Merkaz Bnos-Business School
 Mildred Elley School
 Mohawk Valley Community College-Utica Branch
 Mount Sinai School of Medicine
 New School University
 New York Institute of Business Technology
 New York Medical College
 New York School for Medical and Dental Assistants
 New York University
 Niagara County Community College
 Orange County Community College
 Pace University-New York
 Pace University-White Plains
 Ridley-Lowell School of Business
 Rochester Education Opportunity Center-State
 University of New York Brockport
 Rochester Institute of Technology
 Rockland Community College
 Saint Josephs College-Main Campus
 Saint Josephs College-Suffolk Campus
 St John's University-New York
 Suburban Technical School
 Suffolk County Community College-Western Campus
 State University of New York at Albany
 State University of New York at Buffalo
 State University of New York College at Cortland
 State University of New York At Stony Brook
 State University of New York College at Fredonia
 State University of New York College of Technology at Alfred
 State University of New York Health Science Center at Brooklyn
 State University of New York Institute of Technology at Utica-Rome
 State University of New York Westchester Community College
 The Sage Colleges-Albany Campus
 Touro College
 Trocaire College
 Ultrasound Diagnostic School
 Union College
 University of Rochester
 Utica College of Syracuse University
 Villa Maria College Buffalo
 Willsey Institute

Source: U.S. Department of Education – Integrated Postsecondary Education Data System (www.nces.ed.gov/ipeds/) and the New York State Area Health Education Center System Data Resource Center, September 2003.