Post-Graduation Possibilities
Bachelor of Health Sciences

Deciding what to do after graduation can be a difficult decision. Graduate school, work force, or alternative options are all there – but which to choose? This handout provides a brief overview of different options for a recent graduate of the Health Sciences program. The information in this handout is not comprehensive, however, it provides a variety of options our office has encountered through working with students, speaking to professionals, and researching online.

Position Titles

**Claims Reviewer**

**Possible Duties:**
- Process, review, and analyze of claims
- Communicate with clients, policy holders, medical providers, & staff
- Tracking & processing systems
- Know diagnosis, procedure codes, and medical terminology
- MS office
- Detail oriented
- Organization skills
- Mathematical skills
- Customer service skills

**Possible Places of Employment:**
- Insurance
  - Blue Cross Blue Shield
- Hospital
  - John Hopkins HealthCare
  - Mercy Hospital

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
**Health Services Manager**

**Possible Duties:**
- Billing & payroll
- Marketing and sales
- Answering requests
- Office files
- Budget
- Collaborate with others
- Design, implement and monitor process improvement
- Possibly implement expansion projects
- Oversee day-to-day performance of staff

**Possible Places of Employment:**
- Hospital
  - Nantucket Cottage Hospital (Specialty Physician Services Manager)
  - Bethesda Health Group, Inc. (Office Manager)
  - UMC Health Unit (UMC Health Unit Coordinator)

**Client/Patient Advocate**

**Possible Duties:**
- Provide patient education
- Develop local Patient Advocacy opportunities
- Foster dialogue between patient and health care provider
- Application and documentation processes
- Monitor status of cases
- Provide support and assistance to the client
- Screen patients for medical assistance program eligibility
- Empower patients
- Submit forms to appropriate agencies
- Liaison between patients, clients, and outside agencies

**Possible Places of Employment:**
- Consulting Company
  - Quintiles (Patient Advocate)
- Healthcare Provider (proper explanation?)
  - Cardon Outreach (Patient Advocate)
- Social Services
  - Great Circle (Scattered Site Youth Advocate)

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
**Medical Scribe**

**Possible Duties:**

- Create real-time documentation including patient’s history, complaints, physical exams, test orders, diagnostic test results, and follow up plans
- Work alongside a physician in an emergency department
- Great for taking a year or two off of school to gain valuable experience in the healthcare field
- Typing and writing in a fast-paced environment

**Possible Places of Employment:**

- PhysAssist (PhysAssist Scribe)
- ScribeAmerica
- Elite Medical Scribes (Medical Scribe)

**Medical Device Sales**

**Possible Duties:**

- Develop and manage relationships with key decision makers and administrators
- Identify new clients that could benefit from a service or good
- Maintain client base
- Set and meet quotas
- Data entry, use of Microsoft Office
- Directly calling physicians
- Driving and travel
- Effective communication, both oral and written
- Seek and maintain expertise of products, uses, and the field
- **Prior sales experience is usually required (2-3 years) or medical device sales training (online)**

**Possible Places of Employment:**

- Kinetic Concepts, Inc. (Territory Sales Representative)
- Kimberly-Clark (Pain Management Sales Representative)
- Medical Device Rep Staffing (Outside Sales Representative) $70k-80k base
**Community Relations Coordinator**

Possible Duties:

- Recruit, develop, organize, and manage events
- Implement annual events and develop new ones based on need and resources
- Market the organization through providing information and positive relationships with the community
- Focus on details of activities
- Possible fundraising
- Act as a liaison between community and company
- Effective communication and follow up
- Provide reports, both written and oral

Possible Places of Employment:

- St. Joseph Health Center (Development Coordinator)
- OneBlood, Inc. (Community Relations Coordinator)
- Cook Children’s Health Foundation (Donor Relations Coordinator)
- Advanced ICU Care (Project Coordinator)

**Patient/Client Relations Coordinator**

Possible Duties:

- Effectively communicate with patients about their questions or concerns relating to their health and payment
- Coordinate scheduling, events, and appointments
- Organize special events and outings that are of interest
- Assist patients with related medical/health concerns and inquiries
- Make a positive first impression with patients, in person and on the phone
- Maintain files, records, and accounts
- Operate office equipment
- Be able to explain medical terms to patients

Possible Places of Employment:

- DentalOne Partners (Patient Relations Coordinator)
- Saint Louis University (Patient Coordinator)
- Boys and Girls Clubs of Chicago (Social Recreation Instructor)
- Boys and Girls Clubs of Kentuckiana (Teen Coordinator)
Pharmaceutical Sales

Possible Duties:

- Effectively utilize sales skills
- Have knowledge of products and how they can meet client needs
- Meet or exceed sales goals
- Implement problem solving and negotiation skills
- Establish and maintain relationships with targeted physicians and medical centers
- Understand the market conditions and trends
- Maintain accurate records
- Travel
- **Prior sales experience is usually required (2-3 years)**

Possible Places of Employment:

- Takeda (Sales Representative)
- Meda Pharmaceuticals (Pharmaceutical Sales Professional)
- Ther-Rx Corporation (Specialty Pharmaceutical Sales Representative)
- Quintiles Transnational (Pharmaceutical Sales Representative)

Counselor

Possible Duties:

- Provide guidance, counseling, role modeling, and positive support
- Possibly transport clients to different facilities
- Record observed behaviors, maintain records, and report when necessary
- Facilitate education and therapy groups
- Provide information to parents and/or caregivers
- Establish a rapport with clients
- Review complex situations with treatment team
- Ensure safety of clients and help them develop the skills needed to meet safety expectations

Possible Places of Employment

- Lutheran Social Services (Youth Counselor)
- House of Mercy Teen Program (Resident Counselor)
- Center for Discovery (Counselor)
Social Services Case Manager

Possible Duties:
- Work independently and with a team
- Handle multiple projects and tasks at the same time
- Knowledge of crisis intervention techniques
- Document goals and case notes
- Effective communication with clients with diverse backgrounds
- Follow guidelines and policies
- Make assessments
- Develop and implement case plans
- Knowledge of community and other resources to offer clients
- **These jobs tend to prefer a Social Work degree but are sometimes open to a related degree. This is where your class choices, extracurricular activities, part time jobs, and volunteering can help you be a good candidate.

Possible Places of Employment
- Lutheran Social Service of Minnesota (Case Manager)
  - $32-34K
- Great Circle (Foster Care Case Manager)

Independent Living Specialist

Possible Duties:
- Assist in the completion of documents for services
- Educate clients on resources and techniques to live independently
- Create a plan for clients to implement in case of emergency
- Teach clients about their rights and how to self-advocate
- Maintain communication with clients
- Identify needs in the community
- Ability to effectively handle crisis interventions

Possible Places of Employment
- Services for Independent Living (Independent Living Specialist)
  - $28,000 - $31,000
- Similar positions at
  - Central Missouri Area Agency on Aging
  - Senate Bill 40 organizations
  - Mental Health Agencies

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.
Health Fitness Professional

Possible Duties:

- Supervise facility and interact with clients
- Educate clients on proper techniques
- Implement fitness testing to develop a program for each client
- Encourage new customers to join
- Filing and inputting data
- Ensure safety measures
- Promote programs

Possible Places of Employment

- HealthFitness (Health Fitness Professional)
- Arkansas Children’s Hospital (Fitness Center Assistant)
- TriHealth (Health Fitness Specialist)
Companies & Organizations to Consider

Cerner

Background:
- “Strategic innovation in healthcare”
- One of the largest employers in Kansas City, Missouri
- Ranked 13th most innovative company by Forbes
- Partners with technology, medical device, and professional service organizations
- Top employer of MU graduates with a Bachelor of Health Science in Health Sciences

Velocity Consultant
- Possible duties
  - Communicate, collaborate, and work to design and customize clients’ new computer systems
  - Communicate with clients about new systems, maintenance, and troubleshooting.
  - Travel 0-20% of the time
- Qualifications
  - Meet one of the requirements:
    - 3.0 or higher cumulative GPA and Bachelor’s Degree
    - 2.8 or higher cumulative GPA, Bachelor’s Degree, and 1 or more years of experience
  - Educational background in Business, Technology, or Healthcare
  - Must relocate to Kansas City area

Lumeris

Background:
- Medical Technology and Healthcare Management
- Quality Management
- Cloud technology to share information
- Accountable delivery systems

Claims Processor
- Possible Duties
  - Enter data
  - Analyze and search for any discrepancies
  - Perform adjustments
  - Create special reporters
  - Understand fees and be able to verify accuracy on documents

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.
- Interact with a variety of departments
- Respond to correspondence

**Qualifications**
- HS diploma, GED, or experience in claims processing (Sometime you have to take a job with qualifications lower than a Bachelor’s, but that makes you competitive and gets “your foot in the door”)
- PC knowledge, keyboarding skills, understand claims forms, CPT codes, HCPCS, & ICD-9
- Customer service, preferred

**Epic**

**Background:**
- Ranked 5th best place to have an internship in 2014 by Forbes
- Healthcare Software Development Company
- Health record system: MyChart

**Project Manager/Implementation Consultant**
- Possible Duties
  - Work with customers to install software
  - Assist customers lead and manage the change
  - Develop creative strategies with a variety of colleagues
  - Positively represent the company through courteous and effective interactions
- Qualifications
  - Relocate to Madison, WI
  - Bachelor’s degree (any major)
  - Good academics
  - Willing to travel
  - Software experience is not needed

**Technical Writer**
- Possible Duties
  - Explain complex information in simple terms
  - Ability to focus on details to ensure a positive outcome
  - Learn different processes and technical information efficiently
- Qualifications
  - Relocations to Madison, WI
  - Bachelor’s degree
  - Academic and professional success
  - Software experiences is NOT required, they will train you

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.
106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
Quintiles

Background:
- Biopharmaceutical services provider
  - Clinical research and development services
  - Commercial marketing and sales solutions
  - Consulting services
- Kansas City based company

Entry Level Pharmaceutical Sales Representative
- Possible Duties
  - Promotes and sells over-the-counter products to specialists
  - Maintain and create professional relationships in territory
  - Increase market share and exceed customer set quotas
- Qualifications
  - Bachelor’s Degree
  - Sales experiences, preferred
  - Leadership in community or in professional/college organizations
  - Verbal, interpersonal, and listening skills

Patient Advocate
- Possible Duties
  - Provide education to a patient on their condition in order for them to have meaningful conversations with their physicians
  - Organize community-based educational programs and support groups
  - Will not provide medical advice
  - Assist in the development of health literacy
  - Develop and support disease awareness campaigns
- Qualifications
  - Bachelor’s degree (Nursing or behavioral/social sciences, public health, or business related disciplines – you may have to explain what a BHS is to the employer and how it is a suitable degree for this position)
  - Professional experience in social work, education, case management, or disease management, preferred
  - Willing to travel
  - Time management and planning skills
  - Effective presentation and communication skills
  - Previous success with community based, health organizations
  - Microsoft Office

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.
Planned Parenthood

Background:
- Health care provider, educator, & advocate
- Reproductive care and sex education

Clinical Assistant
- Possible Duties
  - Representing Planned Parenthood as the first point of contact with many clients
  - Insurance verification, take payments, lab duties, administrative tasks
- Qualifications
  - High school diploma
  - Customer services experience
  - Attention to deal, maintain confidentiality, computer skills
  - Able to multitask and work in busy environment

Clinical Operations Director
- Possible Duties
  - Hire, coach, supervise, and evaluate other professionals
  - Maintain knowledge of community issues, program operations, financial trends, and customer satisfaction to be a resource for managers
  - Marketing planning, implementing, and maintenance
  - Oversee projects and programs
- Qualifications
  - Communication, decision-making, problem solving, organization skills
  - Ability to prioritize needs
  - High level of motivation
  - Willing to travel some
  - Preferred: experienced manager, MBA or MPH degrees

Educator and/or Outreach Coordinator
- Possible Duties
  - Educate patients and explore alternative actions
  - Provide information to minors and parents on all aspects of sexual activity
  - Refer to other professionals, as necessary
  - Training and orientation internally and externally
  - Coordinate trainings and workshops
- Qualifications
  - Community outreach/ public health knowledge or experiences
  - Bachelor degree
  - 1-3 years of experience


**State Emergency Management Agency**

**Background:**
- Mission to ensure safety measures when disasters threaten the state, response to disasters, and recovery after a disaster occurs

**Adult Protective and Community Worker**

- Possible Duties
  - Intake screening and processing of abuse, neglect, and exploitation
  - Investigate as necessary
  - Assess the living arrangements for people who are eligible for Medicaid in-home services
  - Recommend legal interventions as seen applicable to the situation
  - Coordinates and monitors in-home Medicaid funded services
  - Interacts with healthcare workers and travel as needed

- Qualifications
  - Bachelor degree
  - Basic knowledge of senior and disability services programs and community health problems
  - Medical terminology and some math abilities
  - Strong organizational skills

**Child Care Facility Specialist I**

- Possible Duties
  - Ongoing training to understand laws, rules, community member opinions, and public official views
  - Assists in investigations of child care physical and planned activities along with the curriculum and staff credentials
  - Prepares reports of child abuse and neglect investigations and makes recommendations
  - Travels

- Qualifications
  - Bachelor degree with a minimum of 15 credits in: Elementary or Early Childhood Education, Sociology, Psychology, Child Development, Social Work, Nursing, or a closely related field.
  - Basic knowledge of regulations and policies of child care facilities and an understanding of childhood behavior and development

**Claims Specialist I**

- Possible Duties
  - Evaluates information required to process unemployment insurance claims, shared work claims, and claims for training
  - Collect determinates of eligibility status for allowance payments

- Qualifications

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
- Bachelor degree with a minimum of 15 credits in: social sciences, education, or public or business administration.
- Basic knowledge of procedures needed to process claims for unemployment insurance, as well as, principles and regulations of unemployment insurance programs
- Able to input and retrieve data

**Health Literacy Missouri**

**Background:**
- Nonprofit organization in St. Louis
- Goal: “to help people make good health decisions every day”

**Plain Language Writer**
- Possible Duties
  - Translate complex health/medical information into an easy-to-understand message
  - Present trainings to other professionals on communication
- Qualifications
  - Bachelor degree or demonstrated experience in a field related to communication, English, journalism, or public health
  - Ability to communicate complex messages in a clear manner
  - Basic understanding of U.S. healthcare system
  - Use of Microsoft office

**Communications and Marketing Assistant**
- Possible Duties
  - Contribute to HLM’s online presence
  - Writing content for their website, online resources, and email newsletter
  - Monitor their media coverage
- Qualifications
  - Bachelor degree or demonstrated experience in journalism, communications, or a related field
  - Basic understanding of the U.S. healthcare system
  - Interest in social media and communications

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.
Veterans United Home Loans

Background:
- Help veterans purchase or refinance homes
- Columbia, MO

**Human Resources Coordinator**
- Possible Duties
  - Provide customer service in person and on the phone
  - Coordinate interviews and assist with talent management
  - Manage projects to support other departments
- Qualifications
  - Proficient in computer technologies
  - Preferred experience in customer service and Excel

**Customer Service Representative**
- Possible Duties
  - Communicate well with veterans about the basic loan process
  - Work as a team with other departments to ensure smooth operations
  - Learn about the loan processes
- Qualifications
  - Ability to learn and thrive in fast-paced environment
  - Great work ethic and ability to communicate

PhysAssist Scribes

Background:
- Work alongside medical providers in the emergency room, urgent care facilities, or outpatient clinics, inputting information into patients’ medical charts in real time.
- Locations in Missouri (St. Louis area, Rolla, St. Joseph) and across the nation

**Medical Scribe**
- Possible Duties
  - Record patient information in the proper HPI format, from medical history and chief complaints to consultations.
  - Transcribe physical examinations and documenting test results
  - Accurately note follow-up care and recommendations
- Qualifications
  - Motivated and driven individual on a pre-health career track
  - No prior clinical experience is required
  - GPA of 2.8+ is preferred.
  - Proficient in English; fluency in secondary languages is a plus

This is not a comprehensive list. Positions listed here were examined between November 2013 and April 2014 from Indeed.com, HireMizzouTigers.com, LinkedIn, and personal communication.
Job Search Words:

Varying the words you use to describe a job will help expand your job search. A similar position at three different companies can be labeled differently (i.e. Manager, Coordinator, and Director). Below are a few different job search terms to consider.

- Administrator
- Advocate
- Assistant
- Consultant
- Coordinator
- Counselor
- Delivery
- Development
- Director
- Educator
- Entry-Level*
- Executive
- Fitness
- Graduate
- Health Services
- Human Services
- Instructor
- Manager
- Operations
- Outreach
- Processor
- Professional
- Program
- Relations
- Representative
- Sales
- Specialist
- Supervisor

*Entry-Level is a great term to use in your job search when you are a new graduate
Other Options to Consider

Fellowships
- Global Health Corps
- Peace Corps
- AmeriCorps
- Health for America
  - Year-long program

Graduate School
- Clinical
  - Nursing
  - Physical Therapy
  - Occupational Therapy
  - Respiratory Therapy
  - Diagnostic Medical Ultrasound
  - Speech Language Pathology
  - Physician Assistant
  - Athletic Training
  - Anesthesiologist Assistant
  - Medicine
  - Pharmacy
  - Dietetics
  - Radiography
  - Nuclear Medicine
  - Board Certified Behavior Analyst (BCBA)
- Non-Clinical
  - Health Administration
  - Clinical Laboratory Science
  - Health Professions Education
  - Master of Business Administration
  - Master of Public Affairs
  - Master of Health Informatics
  - Master of Public Health
  - Higher Education (or Educational Leadership & Policy Analysis)
Teach for America

- Be placed in a community in the U.S. which is in need
- Pre-K – 12th grade
- Rural to urban, wherever the need lies

Assistant/Associate Programs

- Physical Therapy Assistant (PTA)
- Occupational Therapist Assistant (OTA)
- Board Certified Associate Behavioral Analyst (BCaBA)

Certifications

- Certified Personal Trainer
- Certified Coding Specialist
- CPR
- EMT Certification
- Fitness Specialist Certification
- Heath Educator Certification
- Pharmaceutical Sales Certification
- Project Management Certification
- Six Sigma Certification (business management strategy focused on reducing errors)
- LEAN (business management strategy focused on speed and eliminating waste)
- Surgical Technician
- Medical Technologist
- Clinical Laboratory Technologist