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.
Table of Contents

Position Titles .................................................................................................................................................. 3
Claims Reviewer ................................................................................................................................................. 3
Clinical Research Associate/Coordinator ........................................................................................................ 3
Community Relations Coordinator .................................................................................................................. 4
Counselor .......................................................................................................................................................... 5
Health Educator ................................................................................................................................................ 5
Health Fitness Professional .............................................................................................................................. 6
Independent Living Specialist ......................................................................................................................... 6
Medical Sales .................................................................................................................................................... 7
Medical Scribe .................................................................................................................................................. 7
Patient/Client Advocate ................................................................................................................................ 8
Patient/Client Relations Coordinator .............................................................................................................. 8
Research Assistant .......................................................................................................................................... 9
Social Services Case Manager ......................................................................................................................... 9

Companies & Organizations to Consider .................................................................................................... 11
Ann & Robert H. Lurie Children’s Hospital ..................................................................................................... 11
Arkansas Children’s Hospital .......................................................................................................................... 12
Cerner ............................................................................................................................................................... 13
Epic .................................................................................................................................................................... 14
HealthFitness .................................................................................................................................................. 14
Health Literacy Missouri ................................................................................................................................ 16
Humana ............................................................................................................................................................ 16
IQVIA ................................................................................................................................................................. 17
Lumeris .............................................................................................................................................................. 19
One Medical Group .......................................................................................................................................... 19
PhysAssist Scribes ........................................................................................................................................... 20
Planned Parenthood ......................................................................................................................................... 21
State Emergency Management Agency ............................................................................................................ 22
Veterans United Home Loans ....................................................................................................................... 23

Job Search Words ......................................................................................................................................... 24

Other Options to Consider .............................................................................................................................. 25
Fellowships ....................................................................................................................................................... 25
Graduate School ............................................................................................................................................... 25
Teach for America ........................................................................................................................................... 26
Assistant/Associate School .............................................................................................................................. 26
Certifications ..................................................................................................................................................... 26

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from
Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.
106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
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

Clinical Research Associate/Coordinator

Possible Duties:
- Handles or assists with administrative activities generally associated with the conduct of clinical trials.
- Maintains data pertaining to research projects, completes source documents/case report forms, and performs data entry.
- Assists with patient recruitment.
- Attends study meetings.
- Orders and maintains equipment and supplies.
- Reviews medical records and/or conducts screenings for recruitment of study participants, performs interviews and QOL questionnaires.
- Collects study specimen according to protocol which may include phlebotomy, processing, and preparation for shipping.
- Coordinates services, schedules procedures, creates and maintains case packages, and monitors charges.
- Assists with quality assurance and tracks regulatory submissions.
- Performs related approved responsibilities as required.

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
Coordinate Clinical Studies adhering to the principles of Good Clinical Practice
Collect initial medical background from patients and other appropriate sources
Work as a cohesive team member coordinating assigned studies and backing up other studies on location
Facilitate study monitoring visits and prompt resolution of all study related queries
Maintain professional and appropriate interactions with sponsors and all other study related personnel, subjects, families, and Meridien staff members.

Possible Places of Employment:
- Simmaron Research, Inc. (Clinical Research Coordinator)
- MediSync (Clinical Research Outreach Specialist – Entry Level)

Median Annual Salary: $119,850

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)
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)

Median Annual Salary: $44,350

Health Educator

Possible Duties:
- Develop and present health education and promotion programs, such as training workshops, conferences, and school or community presentations
- Supervise professional and technical staff in implementing health programs, objectives, and goals
- Prepare and distribute health education materials, such as reports, bulletins, and visual aids
- Develop and maintain cooperative working relationships with agencies, local government, and state government

*** CHES certification may be required or will increase competitiveness

Possible Places of Employment:
- Charles B. Wang Community Health Center (Health Educator)
- WellStar Health System (Professional Educator – Clinical)

Median Annual Salary: $53,070

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.
106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
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

***May require a group fitness instructor certification or personal training certification (or both). Also may require CPR/AED and first aid certifications

Possible Places of Employment:
- HealthFitness (Health Fitness Professional)
- Arkansas Children’s Hospital (Fitness Center Assistant)
- TriHealth (Health Fitness Specialist)

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
Medical Sales

*Medical Device Sales, Medical Surgical Sales, Pharmaceutical Sales, etc.

Possible Duties:
- Develop and manage relationships with key decision makers and administrators
- Identify new clients that could benefit from a service or good
- Have knowledge of products and how they can meet client needs
- Establish and maintain relationships with targeted physicians and medical centers
- Set and meet or exceed quotas
- Data entry to maintain accurate records, 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 – business to business preferred (2-3 years) OR MU TCoB Certificate of Sales and Customer Development (or similar training)

Possible Places of Employment:
- Kinetic Concepts, Inc. (Territory Sales Representative)
- Kimberly-Clark (Pain Management Sales Representative)
- Medical Device Rep Staffing (Outside Sales Representative)
- Takeda (Sales Representative)
- Meda Pharmaceuticals (Pharmaceutical Sales Professional)
- Ther-Rx Corporation (Specialty Pharmaceutical Sales Representative)
- Quintiles Transnational (Pharmaceutical Sales Representative)

Median Base Salary: $70,000-$80,000

Medical Scribe

Possible Duties:
- Medical scribes work alongside physicians throughout their entire shift, managing all of the documentation for each patient, all while you are learning medical terminology, diagnoses, labs administered, clinical profiles, and more! However, this position does not allow for patient interaction that does not follow the traditional clinical experience.
o Create real-time documentation including patient's history, complaints, physical exams, test orders, diagnostic test results, and follow up plans
o Work alongside a physician in an emergency department
o Great for taking a year or two off of school to gain valuable experience in the healthcare field
o Typing and writing in a fast-paced environment

Possible Places of Employment:
- PhysAssist (PhysAssist Scribe)
- ScribeAmerica
- Elite Medical Scribes (Medical Scribe)

**Patient/Client 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)

**Median Annual Salary:** $32,300

**Patient/Client Relations Coordinator**

Possible Duties:
- Effectively communicate with patients about their questions or concerns relating to their health and payment

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
- 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)

**Research Assistant**

**Possible Duties:**
- Maintain required records of study activity including case report forms, drug dispensation records, or regulatory forms.
- Oversee subject enrollment to ensure that informed consent is properly obtained and documented.
- Monitor study activities to ensure compliance with protocols and with all relevant local, federal, and state regulatory and institutional polices.
- Record adverse event and side effect data and confer with investigators regarding the reporting of events to oversight agencies.
- Assess eligibility of potential subjects through methods such as screening interviews, reviews of medical records, or discussions with physicians and nurses

**Possible Places of Employment:**
- Science Advancing Medicine Clinical Research Center (Clinical Research Assistant)
- Kennedy Krieger Institute (Research Assistant – Neuroscience Research)

**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

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
- 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)
  - $32,000-$34,000
- Great Circle (Foster Care Case Manager)
Companies & Organizations to Consider

Ann & Robert H. Lurie Children’s Hospital of Chicago

Background:
- Provides superior pediatric care in a setting that offers the latest benefits and innovations in medical technology, research and family-friendly design
- Largest pediatric provider in the region with a 130-year legacy of excellence, kids and their families are at the center of what they do
- Founded in 1987, the Ann & Robert H. Lurie Children’s Hospital of Chicago Foundation who work with 11 affiliated organizations and an active team of volunteers to cultivate and secure contributions that advance the mission of the hospital

Performance Improvement Associate

Possible Duties
- Provides project management for key strategic projects
- Creates and executes project/event work plans and revises as appropriate to meet needs and requirements.
- Assists in prioritizing projects with organizational leaders.
- Leads Performance Improvement department resource request evaluations from scoping to submission
- Oversees implementation of strategies identified by project team and ensures successful transition of project
- Partners with multidisciplinary teams and colleagues to execute and drive performance improvement opportunities and strategic imperatives.
- Enhances knowledge of current trends within the improvement community by proactively searching/investigating, networking, participating in web conferences and/or other available modes
- Supports the development of measurable end state vision for performance improvement efforts using tools such as statistical significance, operational control limits, etc.

Qualifications
- Bachelor’s Degree required in healthcare, business, or engineering related discipline
- Minimum of 6 months to 1 year in a health care setting or equivalent analytical experience

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
- Ability to perform tasks independently and prioritize workload
- Ability to work on multiple projects simultaneously
- Able to organize a project from initiation to completion within time and resource parameters
- Excellent data analysis and graphical display skills. Demonstrated knowledge and experience utilizing tools including Pareto charts, run charts, bar charts, scatterplots, box plots, histograms, and statistical control charts.
- Excellent interpersonal and communication skills
- Demonstrated ability to communicate with all levels of the organization and build teams with diverse disciplines and professionals.
- Demonstrative proficiency in Microsoft Word, Excel, PowerPoint, Project. Familiarity with EPIC preferred.

Arkansas Children’s Hospital

Background:
- Children are at the center of everything they do. They are the only hospital system in the state of Arkansas dedicated to caring for children.
- Arkansas Children’s Hospital is part of the elite 6 percent of hospitals in the world with Magnet Status for nursing excellence and quality patient outcomes.
- Arkansas Children’s is about more than treating sick kids- their services include two hospitals, a pediatric research institute, a foundation, clinics, education and outreach, all with an unyielding commitment to making children better today and a healthier tomorrow.

Exercise Specialist, Wellness

Possible Duties
- Assist with daily operations of fitness center.
- Supervise exercise and proper utilization of fitness equipment.
- Schedules and conducts fitness assessments and fit for duty testing.
- Lead facility orientations and tours to new and prospective members.
- Design and instruct group exercise classes that are fun and safe for all fitness levels.
- Provide personal training customized to the individuals goals and fitness level.
- Develop, promote and supervise intramural sport leagues.
- Contribute to the design, promotion and delivery of health promotion incentive programs.
- Assist with the development and implementation of member recruitment and retention programs.
- Ensures compliance with policies and procedures for facility operations.
- Ensures compliance with safety regulations.
- Supervises and performs equipment and facility maintenance.
- Performs monthly, quarterly and annual preventive maintenance on equipment.
- Works directly with Wellness Program Director to identify equipment needs and repairs.
- Prepare program evaluations and communicate findings to wellness team.
- Research latest fitness trends including classes, equipment and exercises.

**Qualifications**
- Required - Bachelor’s degree from four-year college or university - Field of Study: Kinesiology, Health Promotion, or Exercise Science
- Required - 1 years total experience required, which includes 1 year of internship and/or fitness center experience
- Preferred - 6 months Instructing group exercise classes experience preferred
- Preferred - 6 months personal training experience preferred
- Required - National Group Fitness Instructor Certificate (such as ACE, AFAA, NSCA, ACSM) or National Personal Training Certificate (such as ACE, AFAA, NSCA, ACSM) (Certification) (Candidate must possess at time of hire)
- Preferred - Wellness Certification

**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

**Academy 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

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

HealthFitness

Background:
- HealthFitness is an award-winning provider of health management and corporate fitness solutions that mobilize individuals to achieve all the elements of true health: A state of complete physical, mental and social well-being
HealthFitness understands the importance of looking at health from a whole-person view.
- 1 in 5 Fortune 100 companies is a HealthFitness client

**Health Fitness Professional**

**Possible Duties**
- Supervises the floor to build member relationships and monitor safety.
- Assists in the development and implementation of a variety of HealthFitness and program-specific health improvement programs and promotions.
- Provides individual and group exercise instruction; educates participants on proper techniques to maximize exercise safety and effectiveness.
- Promotes program offerings and conducts outreach activities to increase participation and re-engage participants.
- Conducts fitness testing and assessments and advises participants of results; designs individualized programs to meet the participants’ interests, abilities and goals.
- Conducts personal training sessions in line with HealthFitness protocols.
- Researches health and fitness educational topics and identifies appropriate participant educational materials; conducts health education seminars/presentations.
- Participates in membership drives to acquire new participants; enrolls new participants and conducts facility, program and equipment orientations.
- Performs facility maintenance responsibilities as needed; ensures facility, equipment and locker rooms are clean and stocked at all times.
- Verifies equipment is operating properly and immediately reports any potentially unsafe conditions.

**Qualifications**
- Bachelor’s degree in Exercise Science, Kinesiology, Health Promotion, or a related field is required.
- A minimum of 1 year of related experience or an equivalent combination of education and experience is required.
- Current First Aid and CPR/AED or BLS certification from the AHA or Red Cross is required.
- Industry recognized certification in Personal Training (ACE, AFAA, ACSM, NASM or NSCA) is preferred, but will be required within 6 months of hire.
- Industry recognized certification in Group Exercise Instruction is preferred; an experience instructing group exercise class is strongly preferred.
- Strong interpersonal communication and customer service skills
- Competency in the delivery of HealthFitness and site-specific programs and services.
- Computer proficiency in Microsoft Office programs
- Ability to effectively organize and prioritize work demands.
- Ability to work effectively both independently and as part of a team with enthusiasm, initiative and creativity.

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

Humana

Background:
- Known as the nation’s third-largest health insurance provider
- Fortune 500 company
- Represents more than 13.8 million medical members nationwide

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.
**Market Management Analyst – Medicaid**

**Possible Duties**
- Perform specific analyses to support business decisions.
- Maintain FL LTSS Caseload in accordance with state contractual requirements.
- Manage term/add/changes with HR Feed and State Enrollment files.
- Communicate with FL LTSS Market to ensure that appropriate caseload exceptions are included.
- Provide report output and analysis Adhoc for leadership.
- Monitor disruption rates and ensure that the global optimal assignment percentages are above threshold.

**Qualifications**
- Bachelor’s Degree in Business or a related field
- Intermediate to advanced knowledge in Excel
- Excellent verbal and written communication abilities
- Ability to work in a highly collaborative, teamwork oriented working style
- Must have a strong commitment to personal and professional growth
- Strong problem solving skills and a demonstrated ability to perform complex qualitative and quantitative analysis

**IQVIA**

**Background:**
“Healthcare is an industry designed to help humans. As a global community, we continuously invest and commit to advancing human health and to deliver value and real outcomes. To rise to the challenge to find the next breakthrough by making the most of increasingly limited resources.

We are inspired by the potential and propelled by the possibilities. We share the vision to drive healthcare forward and to see how we can help accelerate progress and achievements. Others are developing these medical breakthroughs. We do our part by using breakthroughs in insights, technology and human intelligence to reimagine and deliver ways to help make them a reality.”

**Clinical Research Associate**

**Possible Duties**
- Performing site selection, initiation, monitoring and close-out visits, plus maintaining appropriate documentation
- Supporting the development of a subject recruitment plan
- Establishing regular lines of communication plus administering protocol and related study training to assigned sites

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication. 106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
Clinical Trials Assistant

Possible Duties

- Evaluate the quality and integrity of site practices – escalating quality issues as appropriate
- Managing progress by tracking regulatory submissions, recruitment, case report form (CRF) completion, and data query resolution

Qualifications

- A Bachelor’s degree in a health care or other scientific discipline or educational equivalent
- At least two years of on-site monitoring experience
- Alternatively, you should have an equivalent combination of education, training and experience

Clinical Trials Assistant

Possible Duties

- Assist Clinical Research Associates and Regulatory Study Start-Up with accurately updating and maintaining clinical systems that track site compliance and performance within project timelines.
- Assist the clinical team in the preparation, filing, and archiving of clinical documentation and reports according to the scope of work and standard operating procedures.
- Assist with periodic review of study files for completeness.
- Assist CRAs and RSU with preparation, handling and distribution of Clinical Trial Supplies and maintenance of tracking information.
- Assist with the tracking and management of Case Report Forms (CRFs), queries and clinical data flow.
- Act as a central contact for the team for designated project communications, correspondence and associated documentation.
- May accompany CRAs on site visits to assist with clinical monitoring duties upon completion of required training and with required approval.
- May perform assigned administrative duties to support team members with clinical trial execution.

Qualifications

- Awareness of applicable clinical research regulatory requirements – ICHGCP
- Familiarity with documents used in clinical trials
- Demonstrate willingness to work in fast paced environment juggling workload with time pressures
- Ability to establish and maintain effective working relationship with coworkers, managers and clients
- Good written and verbal communication skills
- Working knowledge of computer applications such as Word, Excel, and PowerPoint
**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
- 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

**One Medical Group**

**Background:**
- Gives patients the best possible care when and where they need it
- One Medical is the fastest-growing primary care system in the country with over 60 locations nationwide in Boston, Chicago, Los Angeles, New York, Phoenix, Seattle, the San Francisco Bay Area, and Washington, DC
- Offer a seamless experience that not only saves our patients time and money but also leads to better health outcomes and happier lives.

---

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
Administrative Assistant

Possible Duties
- Act as a knowledgeable resource and resolve day-to-day emergencies for your team, the patients, and our providers
- Schedule appointments, obtain insurance authorizations for testing or prescriptions, find a specialist outside of our network, work on a billing issue, and much more
- You’ll own your tasks and consistently follow-through to make sure they are completed in a timely fashion and with the utmost care

Qualifications
- You are an excellent communicator and can adapt your approach to multiple groups
- You are resilient, learn from failure, and make the BEST out of any situation
- Always positive, empathetic, and open to feedback
- Critical thinker - you understand nuance and can read between the lines
- You are very comfortable typing, navigating the internet, and using multiple software systems
- You have a strong attention to detail and you consistently follow-through on goals despite obstacles
- Strong written communication skills including grammar, spelling, and punctuation
- BA/BS degree preferred or commensurate experience

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 (Columbia, Jeff City, 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

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
- GPA of 2.8+ is preferred.
- Proficient in English; fluency in secondary languages is a plus

**Planned Parenthood**

**Background:**
- Healthcare 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 detail, 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

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.
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**
o 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.
o Basic knowledge of regulations and policies of child care facilities and an understanding of childhood behavior and development

Claims Specialist I

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

Qualifications
o Bachelor degree with a minimum of 15 credits in: social sciences, education, or public or business administration.
o Basic knowledge of procedures needed to process claims for unemployment insurance, as well as, principles and regulations of unemployment insurance programs
o Able to input and retrieve data

Veterans United Home Loans

Background:
- Help veterans purchase or refinance homes

Human Resources Coordinator

Possible Duties
o Provide customer service in person and on the phone
o Coordinate interviews and assist with talent management
o Manage projects to support other departments

Qualifications
o Proficient in computer technologies
o Preferred experience in customer service an Excel

Customer Service Representative

Possible Duties
o Communicate well with veterans about the basic loan process
o Work as a team with other departments to ensure smooth operations
o Learn about the loan processes

Qualifications

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.
- Ability to learn and thrive in fast-paced environment
- Great work ethic and ability to communicate

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

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
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**
- Clinical Laboratory Science
- Health Professions Education
- Master of Health Administration
- Master of Business Administration
- Master of Public Affairs
- Master of Health Informatics
- Master of Public Health
- Higher Education (or Educational Leadership & Policy Analysis)

This is not a comprehensive list. Positions listed here were examined between November 2013 and March 2018 from Indeed.com, HireMizzouTigers.com, LinkedIn, Onetonline.org, and personal communication.

106 Lewis Hall • shpcareer@missouri.edu • 573-882-8011 • shpcareer.genbook.com
Teach for America

- Be placed in a community in the U.S. which is in need teaching at-risk youth
- Pre-K – 12th grade
- Rural to urban, wherever the need lies
- 2 year commitment
- Receive education award, full-time salary and other benefits

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