

# Healthcare Pathways: Nursing and Administration

## Introduction and Map Overview

Begin working toward a life-changing opportunity with a career in healthcare!

**This map is a tool to help guide your path.**

We've partnered with local employers, identified in-demand jobs, and highlighted some of the opportunities for advancement. Whether you have a GED or already have a college degree, we can help you identify a path that is right for you — and the resources and education and training programs to get you there. We are here to help you learn what you need to know so you can start changing your life and your family's life today.



## Nursing and Administration Career Paths

Healthcare careers in nursing and administration range from taking care of patients, to maintaining medical records, leading healthcare teams and more! Whether you like to help people, are detail-oriented, or want to manage healthcare services, there's a career for you.

**Page 2** is a career map that shows some of the most in-demand healthcare jobs. The arrows are a guide to show how you might move from one healthcare job to the next. Keep in mind, you do not have to start from the beginning to move through. With a mix of either education and/or training, you can begin in almost any job.

**Page 3** can be used along with page 2 and shows brief descriptions of each job on the career map.

**Page 4** provides an overview of some of the educational paths available to help you enter or advance in these careers.



## Career Exploration, Job Search Resources — Local and State

**County Career Centers:** Provide free career services to job seekers, workers and helps match jobseekers to job openings with local employers who are hiring. Register with your county's career center to receive assistance with exploring career paths, finding a job, or accessing resources and support needed to gain new credentials or skills to enter employment or advancing in your career.

**NYSDOL Jobs in Demand Today ([dol.ny.gov/jobs-demand-today](http://dol.ny.gov/jobs-demand-today)):** Learn more about jobs in each region, including number of openings and pay.

**CareerZone ([www.careerzone.ny.gov/jz/views/careerzone/index.jsf](http://www.careerzone.ny.gov/jz/views/careerzone/index.jsf)):** Career exploration resources (targeted for youth). Sponsored by NYSDOL.

**JobZone ([www.jobzone.ny.gov/](http://www.jobzone.ny.gov/)):** Career exploration resource (targeted for adults). Sponsored by NYSDOL.

## Career Exploration, Job Search Resources — National

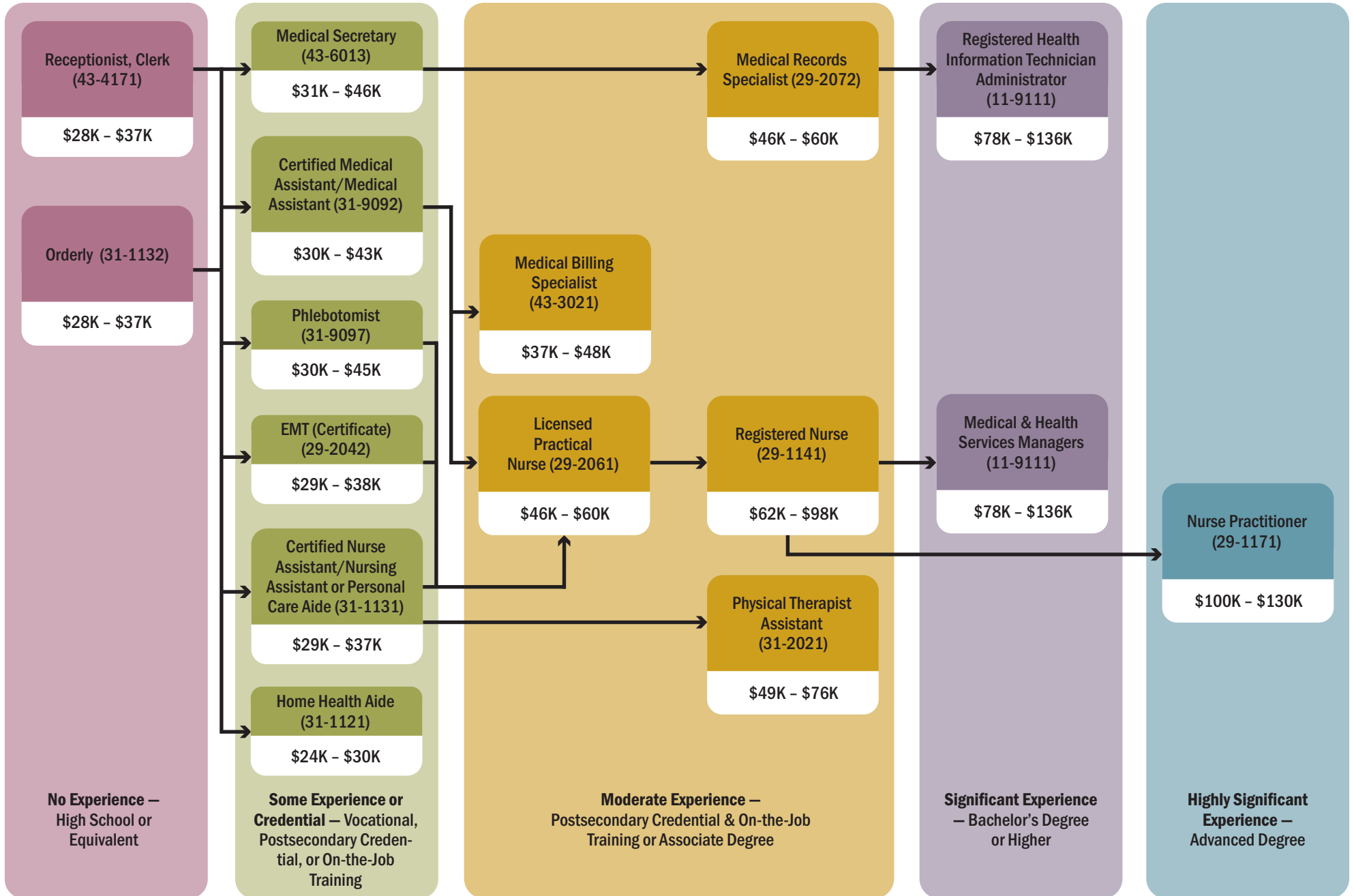
**CareerOneStop ([www.careeronestop.org/](http://www.careeronestop.org/)):** Career exploration tools, assessments, information about careers. Links to hundreds of occupational profiles with data available by state and metro area. There is a salary info tool to search for wages by zip code.

**MyNextMove ([www.mynextmove.org/](http://www.mynextmove.org/)):** An interactive tool for job seekers and students to explore career options and interests.

**Occupational Information Network (O\*NET) ([www.onetonline.org/](http://www.onetonline.org/)):** Search or browse 900+ occupations based on your goals and needs.

**BLS Occupational Outlook Handbook ([www.bls.gov/ooh/](http://www.bls.gov/ooh/)) and Career Outlook ([www.bls.gov/careeroutlook/about.htm](http://www.bls.gov/careeroutlook/about.htm)):** View summary of each occupation, overview of what they do, pay, job outlook, state and regional information, and links to videos and other resources.

# Career Paths In Healthcare: Nursing and Administration



## Occupation Title (SOC) — Typical Job Titles used by Employers — Overview of Job

**Orderly (31-1132)** — *Attendant, Orderly, Patient Care Assistant (PCA), Patient Care Technician (PCT), Patient Escort, Patient Transporter, Transporter* — Transport patients to areas such as operating rooms or x-ray rooms using wheelchairs, stretchers, or moveable beds. May maintain stocks of supplies or clean and transport equipment. CareerOneStop, ONET.

**Receptionist, Clerk (43-4171)** — *Clerk Specialist, Front Desk Receptionist, Greeter, Member Service Representative, Office Assistant, Receptionist, Scheduler* — Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.

**Medical Secretary (43-6013)** — *Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist, Medical Secretary, Physician Office Specialist, Secretary, Unit Clerk, Unit Support Representative, Ward Clerk* — Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

**Certified Medical Assistant/Medical Assistant (31-9092)** — *Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Optometric Assistant, Outpatient Surgery Assistant, Registered Medical Assistant (RMA)* — Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

**Phlebotomist (31-9097)** — *Lab Liaison Technician, Mobile Examiner, Patient Service Technician (PST), Phlebotomy Technician, Registered Phlebotomist* — Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

**EMT (Certificate) (29-2042)** — *EMT, First Responder* — Assess injuries and illnesses and administer basic emergency medical care. May transport injured or sick persons to medical facilities.

**Certified Nurse Assistant/Nursing Assistant Or Personal Care Aide (31-1131)** — *Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Licensed Nursing Assistant (LNA)* — Nurses' Aide, Nursing Aide, Nursing Assistant, Patient Care Assistant (PCA), State Tested Nursing Assistant (STNA) — Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.

**Home Health Aide (31-1121)** — *Caregiver/Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurses Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice Aide, In Home Caregiver* — Monitor the health status of an individual with disabilities or illness, and address their health-related needs, such as changing bandages, dressing wounds, or administering medication. Work is performed under the direction of offsite or intermittent onsite licensed nursing staff. Provide assistance with routine healthcare tasks or activities of daily living, such as feeding, bathing, toileting, or ambulation. May also help with tasks such as preparing meals, doing light housekeeping, and doing laundry depending on the patient's abilities.

**Medical Records Specialist (29-2072)** — *Medical Records Analyst, Medical Records Director* — Apply knowledge of healthcare and information systems to assist in the design, development, and continued modification and analysis of computerized healthcare systems. Abstract, collect, and analyze treatment and followup information of patients. May educate staff and assist in problem solving to promote the implementation of the healthcare information system. May design, develop, test, and implement databases with complete history, diagnosis, treatment, and health status to help monitor diseases.

**Medical Billing Specialist (43-3021)** — *Account Services Representative (Accounts Services Rep), Biller, Billing Clerk, Billing Coordinator, Item Processing Clerk (IP Clerk), Medical Biller, Pre-Audit Clerk, Statement Clerk, Statement Distribution Clerk, Statement Services Representative (Statement Services Rep)* — Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

**Licensed Practical Nurse (29-2061)** — *Charge Nurse, Clinic Licensed Practical Nurse (Clinic LPN), Clinic Nurse, Home Health Licensed Practical Nurse (Home Health LPN), Licensed Vocational Nurse (LVN), Office Nurse, Pediatric LPN (Pediatric Licensed Practical Nurse), Private Duty Nurse, Radiation Oncology Nurse, Triage LPN (Triage Licensed Practical Nurse)* — Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

**Registered Nurse (29-1141)** — *Certified Operating Room Nurse (CNOR), Charge Nurse, Emergency Department RN (Emergency Department Registered Nurse), Oncology RN (Oncology Registered Nurse), Operating Room Registered Nurse (OR RN), Psychiatric RN (Psychiatric Registered Nurse), Relief Charge Nurse, School Nurse, Staff Nurse, Staff RN (Staff Registered Nurse)* — Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

**Physical Therapist Assistant (31-2021)** — *Certified Physical Therapist Assistant (CPTA), Home Care Physical Therapy Assistant, Home Health Physical Therapist Assistant, Licensed Physical Therapist Assistant (LPTA), Licensed Physical Therapy Assistant, Outpatient Physical Therapist Assistant, Per Diem Physical Therapist Assistant (Per Diem PTA), Physical Therapist Assistant (PTA), Physical Therapy Assistant (PTA)* — Assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training.

**Registered Health Information Technician Administrator (11-9111)** — *Cancer Center Director, Clinical Director, Health Information Management Director (HIM Director), Health Information Manager (HIM Manager), Healthcare System Director, Medical Records Director, Medical Records Manager, Mental Health Program Manager, Nurse Manager, Nursing Director)* — Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

**Medical & Health Services Managers (11-9111)** — *Cancer Center Director, Clinical Director, Health Information Management Director (HIM Director), Health Information Manager (HIM Manager), Healthcare System Director, Medical Records Director, Medical Records Manager, Mental Health Program Manager, Nurse Manager, Nursing Director)* — Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

**Nurse Practitioner (29-1171)** — *ACNP (Acute Care Nurse Practitioner), Adult Nurse Practitioner, Advanced Practice Registered Nurse (APRN), ARNP Specialist (Advanced Registered Nurse Practitioner Specialist), Family Nurse Practitioner (FNP), Family Practice Certified Advanced Registered Nurse Practitioner, Gastroenterology Nurse Practitioner, Nurse Practitioner (NP), Pediatric Nurse Practitioner (PNP), Women's Health Care Nurse Practitioner)* — Diagnose and treat acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x rays. May prescribe medication. Must be registered nurses who have specialized graduate education.

Some of these occupations require specific majors and education pathways. Others are more flexible at the Associate and Bachelor's degree levels (we have provided suggestions below), but require specific advanced degrees. Please research your occupation(s) of interest and schools that offer the appropriate advanced degrees. This will help you identify which academic programs here at TC3 can best support you in your goals.

Career Opportunities	TC3 Programs	NOTES
Medical Secretary	Medical Office Assistant Microcredential	
Medical Assistant	Medical Assistant Microcredential	
Phlebotomist	Phlebotomy Training (non-credit)	
Central Sterile Processing Technician	Central Sterile Processing Technician (non-credit)	
Certified Nursing Assistant	Certified Nursing Assistant (non-credit)	
Medical Billing Specialist	Medical Billing and Coding (non-credit)	
Medical Records Specialist	Medical Records Specialist (non-credit)	
Registered Nurse (RN)	Nursing A.A.S.	
Physical Therapist Aide (PTA)	Physical Therapy Aide (non-credit)	
Medical & Health Services Manager	Nursing or Business A.A.S. (+ transfer or training)	
Nurse Practitioner	Nursing A.A.S. (+ transfer)	

**AAS** = Associate of Applied Science