

Health Systems Administration



A Career in Health Systems Administration

At Veterans Health Administration (VHA), Health Systems Administration professionals provide leadership, operational oversight, supervision, subject matter compliance and guidance that ensure the health care system (e.g., free standing hospitals, community-based outpatient clinics, annexes, Veteran centers and domiciliaries) follow national health care standards to deliver compassionate and efficient service to Veterans and their families. These staff serve as operational leaders for clinical and administrative processes, including contract management and financial oversight. These staff understand the importance of providing administrative direction to medical facilities and focus on gathering and analyzing clinical and administrative data and overseeing administrative programs. Their work guarantees that health care systems will continue to run effectively and efficiently, now and in the future. These staff manage relationships with internal and external stakeholders (e.g., Veterans, Veterans Service Organizations, medical affiliates and Congressional offices).

Health Systems Administration

The Health Systems Administration series manages, preserves, analyzes and supervises the use of diagnostic and therapeutic medical records. These professionals develop medical records policies and procedures, and provide advice on the use of medical records. Duties require knowledge of medical records administration and management skills and abilities. Positions include:

- Health Systems Administrator

Health Systems Specialist

The Health Systems Specialist series provides support to health care management officials by analyzing, evaluating and coordinating health care delivery systems and operations. These positions may be located within an operating health care

facility or at a higher organizational level. Duties require a high degree of analytical thinking skills and a specialized knowledge of the basic principles and practices related to the management of health care delivery systems. Positions include:

- Health Systems Specialist

Administrative Officer

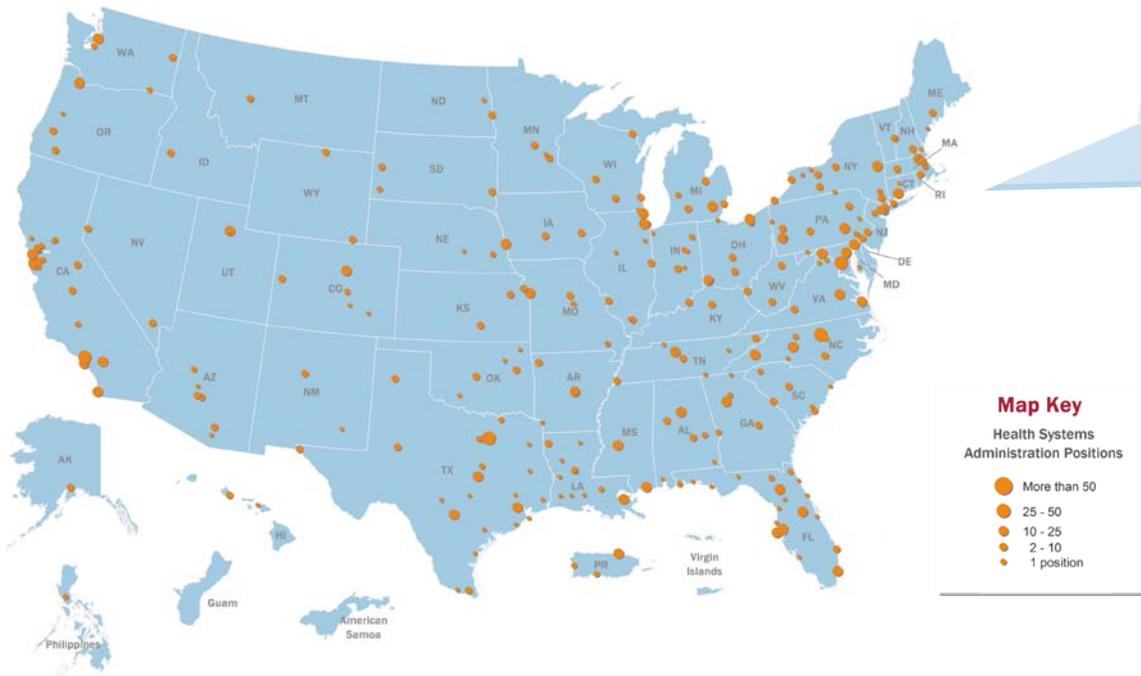
The Administrative Officer series is responsible for providing or obtaining a variety of management services essential to the direction and operation of an organization. These professionals are required to have an extensive knowledge and understanding of management principles and practices techniques for integrating management services with the general management of an organization. Positions include:

- Administrative Officer

MyCareer@VA

VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

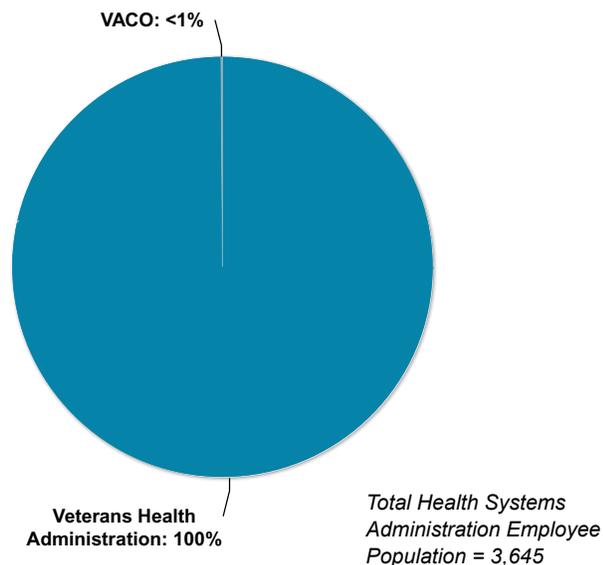
The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.



Health Systems Administration Job Locations

VA's Health Systems Administration positions are dispersed across 281 cities within the United States. The top five Health Systems Administration occupational family geographic locations are Washington, D.C.; Palo Alto, Calif.; Durham, N.C.; Los Angeles, Calif.; and Dallas, Texas.

VA Health Systems Administration Job Distribution by Administration



VA's Health Systems Administration positions are located in the Veterans Health Administration to meet the broad range of needs facing the Department.

MyCareer@VA Tools and Resources

- ▲ **Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- ▲ **My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- ▲ **My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- ▲ **VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.