



Patient Administration Specialist (68G)

Accurate information is crucial for planning and managing Army hospital operations. Patient Administration Specialists make sure that hospital and patient information is recorded, stored and delivered in order to keep everything running as smoothly as possible.

The Patient Administration Specialist is primarily responsible for supervising and performing administrative duties in the patient administration division of an Army hospital or other medical facilities. Some of your duties as a Patient Administration Specialist may include:

- Typing letters, reports, requisition forms and official orders
- Organizing and maintaining files and publications
- Ordering office supplies
- Greeting and assisting office visitors
- Answering phones and providing general information

TRAINING

Job training for a Patient Administration Specialist consists of nine weeks of Basic Training, where you'll learn basic Soldiering skills, and six to 10 weeks of classroom instruction, including practice in various office functions. Part of this time is spent in the classroom and part in the field. Some of the skills you learn are:

- English grammar, spelling and punctuation
- Typing and clerical skills
- Setting up and maintaining filing and publication systems
- Preparing forms and correspondence in military style

HELPFUL SKILLS

Helpful attributes include:

- An interest in English, mathematics, business administration and typing
- An interest in keeping organized and accurate records
- A preference for office work
- An interest in operating typewriters, computers and other office equipment

ADVANCED RESPONSIBILITIES

Advanced level Patient Administration Specialists supervise and train other Soldiers within the same discipline.

RELATED CIVILIAN JOBS

There isn't an office anywhere that doesn't need a highly qualified administrative employee. Your Army training as an Patient Administration Specialist will be extremely valued in positions such as clerk typists, secretaries, general office clerks, administrative assistants or office managers, whether you choose to pursue a career in hospital administration or in another office environment.

With your extensive Army training and experience, as well as some additional study, you'll have the opportunity to qualify for certification with the American Medical Technologists as a Registered Medical Assistant (RMA).

RELATED ARMY POSITIONS

Human Resources Specialist (42A)

Administrative Specialist (42L)

Medical Supply Specialist (68J)

Information about this MOS provided by: www.goarmy.com

For further information visit: www.minnesotanationalguard.org