

# POST GRADUATE/ PROFESSIONAL DIPLOMA IN HOSPITAL MANAGEMENT.

## WHAT IS IT?

Hospital Management is a field relating to management and administration of healthcare systems. This course provide skills to carry out the administrative operations of clinical and support service departments in a hospital.



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INTERNATIONAL DIPLOMA IN  
**HOSPITAL  
ADMINISTRATION**

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# **CAREER OPPORTUNITIES IN HOSPITAL MANAGEMENT**

**Healthcare Department Manager**

**Healthcare Finance Manager**

**Quality and Improvement Manager**

**Healthcare Administrator**

**Operations Assistant**

**Patient Service Representative**

**Administrative Coordinator**

**Medical Secretary**

# **SYLLABUS**

- **PRINCIPLES AND PRACTICES OF MANAGEMENT**
- **HOSPITAL DESIGN, MEDICAL TERMINOLOGY & RECORDS MANAGEMENT**
- **MEDICAL TERMINOLOGY & PROCEDURES**
- **MANAGERIAL COMMUNICATION**
- **HUMAN RESOURCE MANAGEMENT IN HOSPITALS**
- **HOSPITAL ADMINISTRATION**
- **MATERIALS MANAGEMENT & LEGAL ASPECTS OF MEDICAL RECORDS**
- **CLINICAL & NON-CLINICAL SERVICES ADMINISTRATION**
- **COMPUTER FUNDAMENTALS FOR HOSPITALS**
- **PROJECT REPORT & VIVA VOCE**

**Online and Offline Courses Available**

Eligibility: +2 or Degree

Duration: 6 Month & 1 Year Certification