



SKILLZYNTM
ACADEMY
Empowering Skills

Build Skills
Build Your
Future



Skillzyn Academy
Career - Focused Training Programs

 www.skillzyn.com

Your Pathway to Career Success Starts Here.

Skillzyn Academy is a professional skill-development institute dedicated to bridging the gap between education and industry. We focus on practical, career-oriented training that empowers students to become job-ready in high-demand sectors. Our programs combine expert faculty guidance, hands-on learning, and internship support to help learners build strong career foundations.

Our Mission

At Skillzyn Academy Private Limited, our mission is to empower students with industry-relevant skills that bridge the gap between education and employment.

Why Choose Skillzyn?

Industry-oriented training

Practical learning + internships

Expert faculty & real-world projects

Placement assistance

Globally relevant skills



Programs We Offer

Choose Your Career Track

- **Healthcare Management & Administration**
- **Diploma in Civil Construction Management**
- **Logistics & Supply Chain Management**
- **Human Resource Management & Industrial Relations**
- **Diploma in Food Safety & Quality Management**
- **QA / QC (Mechanical, Civil, Electrical)**
- **Aviation & Airport Management**
- **Banking & Financial Management**
- **Accounting & Taxation**
- **Fire and Safety**
- **Digital Marketing**
- **NDT Level II**
- **Oil and Gas Operations**
- **Electric Vehicle (EV) Design**
- **Montessori Teacher's Training**



Healthcare Management & Administration

Duration

3 Months | 6 Months | 12 Months

Qualification

Plus Two & Above

Certification

(CTDS), Skillzyn

Healthcare Management & Administration is a field that focuses on the leadership, management, and operations of healthcare organizations. Professionals in this field ensure that hospitals, clinics, nursing homes, and other healthcare facilities function efficiently, comply with regulations, and provide high-quality patient care.

Career Opportunities ?

Hospital Administrator

Healthcare Consultant

Health Information Manager

Clinical Manager

Medical Practice Manager

Pharmaceutical Project Manager

Insurance and Health Policy Analyst



Benefits of

Healthcare Management & Administration

- High Demand**
The healthcare industry is growing, increasing the need for skilled managers.
- Competitive Salary**
Offers lucrative salaries and benefits
- Diverse Career Paths**
Opportunities in hospitals, insurance companies, pharmaceuticals, and government agencies.
- Job Stability**
Essential industry with continuous demand for professionals.
- Making an Impact**
Improves healthcare services, enhancing patient care and outcomes.

Course Module

- 1. Introduction to Healthcare Management**
 - » Overview of healthcare systems (public & private)
 - » Role of healthcare administrators
 - » Types of healthcare organizations
 - » Current trends and challenges in healthcare

2. Healthcare Organization & Operations

- » Hospital and clinic operations
- » Workflow management in healthcare facilities
- » Patient flow and service delivery models
- » Quality assurance and patient safety

3. Healthcare Policies & Regulations

- » National and international healthcare regulations
- » Medical ethics and legal responsibilities
- » Accreditation standards (NABH, JCI, etc.)
- » Compliance and risk management

4. Healthcare Finance & Accounting

- » Basics of healthcare economics
- » Budgeting and financial planning
- » Revenue cycle management
- » Cost control and financial reporting

5. Human Resource Management in Healthcare

- » Recruitment and workforce planning
- » Training and performance management
- » Labor laws and employee relations
- » Leadership and team management in healthcare settings

6. Health Information Management

- » Medical records management
- » Electronic Health Records (EHR)
- » Data privacy and security (HIPAA concepts)
- » Health information systems and analytics

7. Clinical & Departmental Management

- » Managing clinical departments
- » Coordination between medical and administrative teams
- » Inventory and supply chain management
- » Equipment and facility management

8. Pharmaceutical & Insurance Management

- » Pharmaceutical industry overview
- » Drug regulations and compliance
- » Health insurance systems
- » Claims management and policy analysis

9. Internship / Capstone Project

- » Practical exposure to healthcare settings
- » Project work or case analysis
- » Industry interaction and report submission
- » Career guidance and placement support

Build **Skills** Build Your Future



Start Your
Skill Journey Today !



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