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**KERALA STATE RUTRONIX**

Under Govt. of Kerala



**PROJECT**

**HEALTH ALLIED**



## ABOUT

Hospital administration refers to the management and oversight of healthcare facilities, such as hospitals and clinics. It involves planning, organizing, coordinating, and overseeing the various activities within a hospital to ensure that it operates efficiently and provides high-quality care to patients. Hospital administrators handle tasks related to staffing, budgeting, policy implementation, regulatory compliance, patient services, and overall facility management. Effective hospital administrators must be skilled in leadership, as they often manage large teams, navigate complex healthcare issues and make critical decisions under pressure. Their ability to balance patient needs with operational efficiency helps in creating a positive and safe environment for both staff and patients. Hospital Administration as a course offers a promising career path for those interested in the healthcare sector but prefer working behind the scenes to ensure that healthcare services run smoothly. It provides students with the knowledge and skills necessary to handle both the administrative and operational aspects of hospitals and healthcare organizations.

**01****PROFESSIONAL DIPLOMA IN HOSPITAL  
ADMINISTRATION (PDHA)****1 Year**  
(600 Hrs)**02****PROFESSIONAL DIPLOMA IN HOSPITAL  
ADMINISTRATION - FAST TRACK (PDHA - FT)****6 Months**  
(600 Hrs)

The Professional Diploma in Hospital Administration is a specialized program designed to provide comprehensive training in managing and overseeing the operations of healthcare facilities. This diploma equips individuals with the essential skills and knowledge required to navigate the complex landscape of healthcare management effectively. Key areas covered include healthcare management principles, hospital operations, financial management specific to healthcare settings, healthcare quality and safety protocols, healthcare information systems, and legal and ethical considerations in healthcare administration. Upon completing the Hospital Administration course, professionals are well-equipped to take on various roles within the healthcare industry. Here are some of the key areas where Outpatient Department, Medical Record Department, Medical Insurance, Quality Control Department, Purchase Department, Reception, PRO, Billing and Accounting, Death and Birth Registration, Payroll Department, HR Department, Emergency Department, Administration Department, IT Department, Marketing Department, Financial Management Department etc.....

<b>Duration</b>	: 600 Hours 10 Months Course + 2 Months Compulsory Internship or 6 Months Course + 1 Month Compulsory Internship (Fast Track)
<b>Eligibility</b>	: Plus Two
<b>Subjects</b>	: <b>Semester I</b> <ul style="list-style-type: none"> <li>• Basic Concept of Health</li> <li>• Significance of Hospital Administration</li> <li>• Hospital Supportive Service</li> <li>• Basics of Information Technology</li> </ul> <b>Semester II</b> <ul style="list-style-type: none"> <li>• Hospital Management System</li> <li>• Structure of Marketing</li> <li>• Support and Utility Service</li> <li>• Business Communication</li> </ul>
<b>Methodology</b>	: Theory, IT Lab, Industrial Visit, Internship, Business Communication Training & Placement Assistance, etc...

**03**

### POST GRADUATE DIPLOMA IN HOSPITAL ADMINISTRATION (PGDHA)

**1 Year**  
(650 Hrs)

**04**

### POST GRADUATE DIPLOMA IN HOSPITAL ADMINISTRATION - FAST TRACK (PGDHA - FT)

**6 Months**  
(650 Hrs)

A Post Graduate Diploma in Hospital Administration (PGDHA) offers diverse career opportunities in the healthcare sector, enabling graduates to take on managerial and leadership roles in hospitals, clinics, nursing homes and healthcare consultancies. Professionals can work as Hospital Administrators. The program is ideal for graduates from any discipline, particularly those from healthcare, management and life sciences backgrounds, as well as working professionals seeking career advancement in hospital administration. The curriculum integrates theoretical learning with practical exposure, often including internships or project work in hospitals and healthcare institutions. Upon completion, graduates can pursue roles such as Hospital Administrator, Healthcare Manager, Medical Records Manager, Operations Manager, Quality Assurance Manager, and Healthcare Consultant.....etc. The growing healthcare industry ensures a high demand for skilled hospital administrators, making this diploma a valuable qualification for those aspiring to work in hospital and healthcare management.



Duration	:	650 Hours 10 Months + 2 Months Compulsory Internship or 6 Months + 1 Month Compulsory Internship (Fast Track)
Eligibility	:	Any Degree
Subjects	:	<b>Semester I</b> <ul style="list-style-type: none"><li>• Basic Concept of Health</li><li>• Significance of Hospital Administration</li><li>• Hospital Supportive services</li><li>• Basics of Information Technology</li></ul> <b>Semester II</b> <ul style="list-style-type: none"><li>• Hospital Management System</li><li>• Structure of Marketing</li><li>• Support and Utility Services</li><li>• Business Communication</li><li>• Medical Law and Ethics</li></ul>
<b>Methodology</b>	:	Theory, IT Lab, Industrial Visit, Internship, Business Communication Training & Placement Assistance, etc...





Hospital Administration is the management of hospitals, healthcare systems and medical facilities. It involves overseeing daily operations, ensuring quality patient care, managing finances and coordinating between different departments. Hospital administrators work to improve healthcare delivery, maintain regulatory compliance and enhance operational efficiency. This course aims to equip students with the necessary knowledge and skills to efficiently manage healthcare facilities. It focuses on hospital operations, patient care management, healthcare finance, human resources and regulatory compliance. The course prepares individuals to oversee hospital functions, ensure quality healthcare services, optimize resource allocation and implement healthcare policies effectively. It also emphasizes the use of technology in hospital management, such as hospital information systems (HIS) and electronic health records (EHR). By completing this program, students develop the expertise required for administrative roles in hospitals, clinics and other healthcare organizations, contributing to the efficient delivery of medical services.

Hours	:	400 Hours 6 Months + 1 Month Compulsory Internship
Eligibility	:	Plus Two
Subjects	:	<ul style="list-style-type: none"><li>• Basic Concept of Health</li><li>• Significance of Hospital Administration</li><li>• Hospital Supportive services</li><li>• Basics of Information Technology</li></ul>
Methodology	:	Theory, IT Lab, Industrial Visit, Internship, Training & Placement Assistance, etc...



Medical coding is the process of translating healthcare diagnoses, procedures, medical services, and equipment into standardized alphanumeric codes. The Certified Course in Medical Coding is designed to provide comprehensive training in the field of medical coding, equipping students with the skills needed to translate healthcare services, procedures, and diagnoses into standardized medical codes. This program is essential for ensuring accurate billing and reimbursement, maintaining patient records and supporting healthcare data analysis and reporting.

**Duration** : 3 Months (120 Hours)

**Eligibility** : Plus Two

**Subjects** : 

- Anatomy, Physiology & Medical Terminology
- ICD Coding
- CPT Coding
- HCPCS Coding

**Methodology** : Theory, Medical Coding Practical, Placement Assistance, etc...



## Contact US

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