

# Health Care Administration

## Courses Description:

### **HCA 120 Health Literacy for Consumers**

Provides an introduction to health literacy from a consumer's perspective. Students will examine the current state of affairs in healthcare, identify medical challenges and learn how consumers can heighten awareness and better prepare to be their own best advocate.

### **HCA 340 Health Care Org/Mgt**

Examines historic, social, political, and economic factors that shape the U.S. health care delivery system. Topics include the components of the healthcare delivery system such as medical office practices, hospitals, and long-term healthcare systems. Included are financial and non-financial resources found in the U.S., concepts of public health, quality of care and outcomes measurement, and strategies for improving access to care. The role of health care administration as critical to the system will be stressed.

### **HCA 342 HRM for Healthcare Managers**

**Prerequisites:** HCA 340 or permission of instructor. **Description:** This course explores human resource management issues experienced by supervisors within healthcare organizations. Course topics include core human resources management functions and skills (job analysis, recruitment, retention, selection, placement, training/education, performance evaluation, and compensation) related to clinical, administrative, and paraprofessional employees with the healthcare setting.

### **HCA 343 HC Quality Management**

**Prerequisite:** HCA 340 or Permission of Instructor. Examines the history, philosophies, methods, and techniques used in continuous quality improvement programs, specifically for healthcare delivery systems. Topics include problem identification, data collection, data analysis, implementation, and evaluation of system changes. Customer service approach to health care, accreditation, credentialing, and current issues in quality improvement (performance improvement models and patient safety improvement), utilization management and risk management will be included in the discussion.

### **HCA 344 Health Systems Management**

**Prerequisites:** HCA 340 or permission of instructor. This course provides information and applications of general systems theory relative to organizations, operations, and decision analysis in health care delivery system components. The course will also explore the responsibilities, relationships, and trends of various departments in health facilities.

### **HCA 345 Long-Term Care Admin**

**Prerequisites:** HCA 340. Introduce the special topics and operating environment facing long-term care managers today. Emphasis is on regulations, reimbursement, care delivery, and alternative delivery systems that deal with the elderly.

### **HCA 346 Ambulatory Care Admin**

**Prerequisite:** HCA 340. Access, content, and expected outcomes of healthcare delivery settings outside traditional inpatient facilities.

### **HCA 383 Health Care Biostatistics Lab**

**Prerequisites:** Permission of instructor. Advanced preparation in planning, implementing and evaluating curricula and instructional strategies/methods for children birth to primary age. A wide range of student diversity is addressed, including ability, culture, and language. Minimum of 30 hours of field experiences; students are responsible for their own transportation.

### **HCA 440 Health Economics**

**Prerequisites:** HCA 340, 344, 345 or 346, and ECON 202. Examines the characteristics of the markets for medical services with emphasis on medical costs, competition, health cost inflation, health insurance, medical service markets, regulation, and economic strategies for health care managers. This course includes financing and cost-control in foreign health systems.

### **HCA 441 Legal Aspects/Health Care**

**Prerequisites:** HCA 340 or permission of instructor. This course will examine the relationship between the health care system in the United States and the legal system. The component parts of the legal system, including the legislative, administrative and judicial functions will be reviewed. Current trends in the area of health care law will be studied.

### **HCA 442 Principle/Meth Health Plan**

**Prerequisites:** HCA 340 and 344. This course will provide theoretical foundations and methodology used in health planning. It will include the roles of government, health professions and consumers in the process of planning for health services, facilities and manpower.

### **HCA 445 Health Care Finance**

**Prerequisites:** HCA 340, 341, 344, 345 or 346, 440, ACCT 200, 201 and FIN 330. Methods of financing health care will include a review of health care specific financial statements, and quantitative methods. Students are expected to develop an understanding of the financial basis of cost accounting and managerial decision-making. The course covers the importance of managed care and an overview of managed care contracting.

### **HCA 446 Health Care Informatics**

**Prerequisites:** HCA 340 Consideration of the vital role played by the exchange of organizational information in support of clinical care and management decision making in today's health care environment.

### **HCA 447 Information Systems Lab**

**Co-requisite:** HCA 446 or equivalent. This course includes hands-on instruction in computer hardware, operating systems, and database architecture. Basic familiarity with personal computers is assumed.

### **HCA 448 Health Care Analysis & Pollution**

**Prerequisite:** HCA 445 and permission of instructor. Taken last semester before internship. Unifies the knowledge gained in the required course work for health care administration majors and prepares them for the internship experience. Individual primary research projects are required.

### **HCA 449 Internship in HCA**

**Prerequisites:** Completion of all program course requirements, general education and electives, minimum overall GPA of 2.5, and permission of the internship supervisor. The internship provides the student administrative experience with a health care provider or health related organization. Students are expected to secure the internship site during the last academic semester and are responsible for all university and facility requirements during the internship. Participating agencies will have a qualified administrator to serve as preceptor. Off campus travel required. Interns are not permitted to take other courses during internship. (Grading: Pass/Fail)

### **HCA 520 Statistical App in Health Care**

Co-requisite: PH 520. This course covers basic statistical applications in SPSS and MS Excel. Familiarity with personal computers is assumed.

### **HCA 540 Health Care Org/Mgt**

Organization and management principles, theories and practices in the health care environment. The U.S. health care system, the role of the administrator, facilities operations and evaluation, and health administration research.

### **HCA 541 Strategic management & Mkt Health Services**

Marketing principles, theories, and practices in the health care environment. Structured opportunities to study health care marketing literature and to develop skills in marketing plan development.

### **HCA 542 Health Care Human RSRS Adm**

Principles and practices of human resources administration in the health care field. The unique characteristics of professional, technical, skilled and unskilled health care workers explored and emphasized.

### **HCA 543 HC Quality and Accountability**

Prerequisite: HCA 540. Critical knowledge of health care quality and required accountability within the health care industry. The major topics of quality assurance, risk management, utilization management, JCAHO and NCQA standards, Six Sigma, and continuous quality improvement will be discussed.

### **HCA 544 HC System Design & Behavior**

Systems approach to effective and efficient management of health services delivery. Application, analysis and evaluation of organizational design and behavior principles to the health care delivery components. Factors such as structure, work design, operations, and performance that affect decision-making are explored.

### **HCA 545 Managerial Finance in HS**

**Pre-requisites:** HCA 540 and BA 505. Methods of financing the delivery of health services in the U.S. Includes budgetary mechanisms and managerial finance techniques for measuring, monitoring, analyzing, and controlling costs for both the providers and consumers of healthcare services.

### **HCA 546 Graduate Internship**

Supervised, full-time experience in a facility or in an agency approved by the Department of Public Health. A maximum of six hours may be earned. (Grading: Pass/Fail)

### **HCA 551 Health Care Jurisprudence**

Provides an overview of the American legal system as it relates to the health care industry. Topics include duty owed (patients and organizations), ethics, malpractice, risk management, quality, accountability, rights without obligations (of patients, practitioners, and management), and current trends in health care law.

### **HCA 564 Health Systems Informatics**

**Co-requisite:** HCA 565 A survey of information use and management in a health care context. Course content includes Health Information Systems, Informatics, database design, e-health, and patient privacy.

### **HCA 565 Information Systems Lab**

Management of health care data using MS Excel and MS Access. Basic familiarity with personal computers is assumed.

### **HCA 571 Managed Care**

**Pre-requisite:** HCA 540. Overview of managed care and organized delivery systems, including history, organizational structures, financing, cost containment strategies, and policy issues.

**HCA 572 Topics in Health Services**

Survey of current topics within the field of health care administration. This course varies in content from term to term and may require field trips to area organizations.

**HCA 574 Decision Making in Health Care**

**Prerequisite:** HCA 540 Basic decision models and decision making tools useful for managing uncertainty and solving health care management problems. The course is concerned with a wide variety of applied and theoretical archetypes, as well as modeling and quantitative techniques currently used in health care management.

**HCA 586 Health Economics & Policy**

Economic principles applied to the study of health care facilities, health services and manpower. These 400-level courses may be taken for graduate credit. Students receiving graduate credit in 400G courses will be required to do additional research, readings, or other appropriate assignments.