

## School of Health Administration

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### Degree Program Offered

- BHA, major in Healthcare Administration

### Minor Offered

- Healthcare Administration

The Healthcare Administration major integrates healthcare management theory and practice, and prepares graduates to assume entry to mid/level management positions in a variety of healthcare settings. These settings include health maintenance organizations (HMO's), physician group practice, hospitals, insurance companies, clinics, and medical offices. Healthcare administrators manage employees, prepare and maintain budgets, procure resources and perform other administrative functions so that the clinical professionals can provide their services. The major is certified by the Association of University Programs in Health Administration.

### Admission

Any student in Texas State may declare Pre-Healthcare Administration as the major. To declare Pre-Healthcare Administration as a major, contact the School Administrative Assistant.

Pre-Healthcare Administration majors meeting the following criteria will be admitted to the BHA Program:

- Completion of prerequisite courses
- 2.75 Texas State GPA
- Submission of an application to the BHA Program
- Submission of a statement of purpose
- A passing score on the GSP (grammar, spelling, and punctuation) test (70% or higher)
- A grade of "C" in MATH 1315 or equivalent

### Field Experience and Graduation

To be eligible to enroll in the HA internship or residency courses (HA 4440, 4441, or 4848), the student must:

- a. for HA 4440 or 4441, have completed all general education and junior year HA courses with a minimum grade of "C" and have a 2.25 GPA or better in the junior year HA courses.
- b. for HA 4848, have completed all other coursework towards the degree, have a minimum grade of "C" in all HA courses, and have a 2.25 GPA or better in the HA courses.

To graduate with a BHA degree, a student must:

- a. complete all required courses.
- b. have a grade of "C" or higher in each major course.
- c. have a 2.00 Texas State GPA or better and 2.25 GPA or better in the major.
- d. have met University residence requirements.
- e. pass a comprehensive exam administered in HA 4141.

### Repeat Policy

All HA students must maintain a minimum major (HA) GPA of 2.25 with no grade below a "C". Students are allowed to repeat each HA course once, and only once, in order to improve their major (HA) GPA or their grade in a particular course. A student having repeated a course and still not achieving a minimum grade of "C" will not be allowed to continue as a healthcare administration major. Therefore, students needing to repeat courses are encouraged to seek assistance from the instructor or a director-appointed mentor.

## Comprehensive Exam

All healthcare administration majors are required to take a comprehensive exam, over the major administered in HA 4141, prior to graduation. Questions for the comprehensive exam will be taken from all the healthcare administration (HA) courses. Students are encouraged to save all course material (textbooks, syllabi, class notes, etc.) to use in preparing for the exam.

## Liability Insurance

1. Students who participate in the internship portion of the Healthcare Administration program are required to purchase liability insurance or demonstrate proof that they are insured.
2. Students may obtain information on liability insurance from the school office.

## Immunization Requirements

It is a policy of the College of Health Professions that each student must provide a Health Report completed by a physician, and must take certain immunizations before the student can be placed in a clinical or internship assignment. Information on these requirements and forms to be supplied may be obtained through the school office.

## Bachelor of Healthcare Administration Major in Healthcare Administration Minimum required: 120 semester hours

### General Requirements:

1. A 2.75 Texas State GPA is required for program admission.
2. Any student who did not complete at least two years of the same foreign language in high school is required to take 6-8 hours of the same foreign language.
3. See University College section of the catalog for course options that satisfy literature, natural science, and social science components.

<b>Freshman Year</b>	<b>Hours</b>	<b>Sophomore Year</b>	<b>Hours</b>
COMM 1310.....	3	ART, DAN, MU, or TH 2313.....	3
ENG 1310, 1320.....	6	ECO 2301 or 2314.....	3
US 1100.....	1	ENG Literature.....	3
HIST 1310, 1320.....	6	HA 3308.....	3
MATH 1315.....	3	HA 3315.....	3
PHIL 1305 or 1320.....	3	HP 3302, SOCI 3307, or equivalent.....	3
PFW two courses.....	2	HP 2351 or CIS 1323 or CS 1308.....	3
Social Science Component.....	3	POSI 2310, 2320.....	6
Natural Science Component.....	7-8	Electives/Minor.....	3
<b>Total</b>	<b>34-35</b>	<b>Total</b>	<b>30</b>
<b>Junior Year</b>	<b>Hours</b>	<b>Senior Year</b>	<b>Hours</b>
HA 3309, 3324, 3341, 3375.....	12	HA 4305, 4307.....	6
HA 3329.....	3	HA 4440.....	4
HA 3340, 3345, 3376.....	9	HA 4141.....	1
HA 4304.....	3	HA 4315, 4320, 4325.....	9
Electives/Minor.....	3	HA 4441.....	4
		Electives/Minor.....	2
<b>Total</b>	<b>30</b>	<b>Total</b>	<b>26</b>

## Minor in Healthcare Administration

The Healthcare Administration minor is designed to complement the student's major with the objective of providing an introductory curriculum, which can assist the student in gaining employment in healthcare and healthcare related career fields. This objective can be achieved by: building on general education core foundations; offering scheduling flexibility for non-traditional students; introducing students to health services management functions through the mastery of certain skills including communication, decision-making, and coordination, unique to healthcare administration; and preparing students for graduate study. The minor requires 18 hours including a 9-hour core of required courses, HA 3308, 3324, and 4307, and 9 hours of electives chosen from HA 3309, 3315, 3329, 3375, 4304, 4305, and 4315.

### Courses in Healthcare Administration (HA)

**3308 Healthcare Organization.** (3-0) Overview of the healthcare system and the role hospitals have played and continue to play in the future. Analysis of organizational structure of a hospital and other healthcare agencies, administrative and management elements necessary for policy determination, decision making, and control to achieve institutional goals and objectives.

**3309 Ethics in the Health Professions.** (3-0) This course introduces the student to a sound foundation in well-established ethical theories and a familiarity with terms, concepts and issues in ethics as applied to the health professions. Also provides practical methods for proceeding from considered reflection to informed action in solving ethical problems.

**3311 Independent Study in Healthcare Administration.** (3-0) An in-depth study of a single topic or problem confronting the healthcare industry. This course affords the student an opportunity to focus on a topic/problem or group of related problems impacting healthcare managers. This course may be repeated for credit with a different emphasis.

**3315 Healthcare Administration History, Culture, and Language.** (3-0) An introduction to the historical and cultural development of modern healthcare administration in contemporary American society. Special attention is given to the mores of health services delivery including critiques and use of professional behavior and language. (MC)

(WI) **3324 Supervisory Management for Healthcare Managers.** (3-0) Introduction to the following functions of supervisory management: planning, organizing, staffing, influencing, and controlling; as well as the connective processes of decision-making, coordinating, and communicating in healthcare organizations.

**3329 Human Resources in Healthcare Management.** (3-0) Human resource management as applicable to the healthcare field. Human resource planning, staffing, job requirements, job descriptions, sources of labor supply, training and education programs, salary administration, employee communications, legal considerations, union-management relations. Prerequisite: HA 3324.

**3340 Management of Health Information Systems.** (3-0) Provides an introduction to information systems for healthcare facilities and agencies. Covers determining what information is needed by whom; designing information flows, procurement of computer/telecommunication resources, assuring information security, and continuing management of information systems supporting healthcare delivery.

(WI) **3341 Training and Professional Development in Healthcare.** (3-0) This course examines the training and professional development processes as applied to the healthcare industry. Emphasis is placed on staff developments, need analysis, task analysis, development of training and continuing education programs for healthcare personnel.

**3345 Employment Law in Healthcare Management.** (3-0) Examines the legal aspects of healthcare human resource management. Each of the major federal and state enactments impacting human resource management will be studied in depth. Prerequisite: HA 3329.

**3375 Principles of Accounting for Healthcare Managers.** (3-0) Provides an introduction to accounting useful in healthcare facilities and agencies, and demonstrates the application of accounting principles and techniques in the healthcare field. Prerequisites: ECO 2301 or 2314 and HP 3302 or equivalent.

**3376 Financial Management for Healthcare Managers.** (3-0) A concentration in the fundamentals of healthcare financial management including the financial organization of nonprofit facilities, sources of operating revenue, management of working capital, and the allocation, control and analysis of resources. Prerequisites: ECO 2301, HA 3375 or approval of instructor.

**4121 Problems in Healthcare Administration.** (1-0) In-depth study of a singular problem considered to be of immediate concern to the health care industry. Special emphasis is placed on problems unique to managers in the field of health administration. May be repeated with permission of department chair.

**4141 Healthcare Comprehensive Exam and Review.** (1-0) A course in which each of the respective faculty will review their portion of the comprehensive examination that all HA majors are required to successfully pass during their final semester of study. The comprehensive exam will be administered at the conclusion of the course.

**4221 Problems in Healthcare Administration.** (2-0) In-depth study of a narrow range of topics considered to be of immediate concern to the health care industry. Special emphasis on problems unique to managers in the field of health administration. May be repeated with permission of department chair.

(WI) **4303 International Health.** (3-0) An examination of various approaches used by international health systems related to organization, delivery, financing, development of resources, planning, and regulation. Course will give attention to changing ideologies and values of various countries as they relate to health care. (MC)

**4304 Patient Care Management and Quality Improvement in Health Care.** (3-0) This course is a comprehensive study of integrated delivery systems and managed care organizations. It includes an analysis of managed care operations, reimbursement, legal and regulatory issues, consumer driven health care, medical management, quality management, cultural competence, patient safety, behavioral health care, Medicare and Medicaid managed care, and healthcare reform. (MC/MP)

**4305 Healthcare Services Marketing.** (3-0) The course applies the principles of services marketing to healthcare organizations. The course will present tools to identify and close the gaps that exist between customer expectation of services and the services provided and to ensure quality of health care.

**4307 Essentials of Healthcare Law.** (3-0) This course includes a review of the laws pertaining to healthcare institutions, physicians, and other healthcare workers who contribute to patient care. Tort and contract law are emphasized. The course addresses policy issues and ethics through topics like patient rights, reproduction, and end of life decisions.

**4311 Cost Accounting for Healthcare Organizations.** (3-0) A study of the cost accounting methods and techniques appropriate to the healthcare industry. The focus is on the control and measurement of costs, budgeting practices, and the generation of financial information to aid in supervisory and managerial decision making. Prerequisite: HA 3375.

**4312 Materials and Logistics Management for Health Services.** (3-0) Study of materials and logistics management for health services. Cost and control of goods, services, and equipment has a significant impact on the viability of the healthcare business. Students will learn how to apply qualitative measures to control, analyze, and manage inventory, purchases, supplies and capital equipment purchases. Prerequisites: HA 3308 and 3375.

**4315 Health Services Problem Solving and Decision Making.** (3-0) An introduction to methodologies used to seek solutions to health administration problems which affect technical and professional personnel. Designed to place emphasis on techniques most directly applicable to models of administration and management decision making.

(WI) **4320 Seminar in Healthcare Administration.** (3-0) Current trends and problems in health administration affecting health administration technical and professional personnel. Designed to place emphasis in selected areas of administration and management. Research paper and presentation is required of each student. Prerequisites: HA 3308, 3329, 3341, and 3375.

**4325 Healthcare Strategic Management.** (3-0) This capstone class integrates accounting, finance, marketing, MIS, and organizational behavior in the creation of

sustainable competitive advantage. Health care case studies will be used to illustrate key concepts.

**4440 Practicum Internship A.** (0-16) Students with specialization in management participate in a health services based practicum. Experiences in providing opportunities for observation, participation, and practical application of administrative or management skills in the institutional setting are required. Prerequisites: Must have a 2.25 major GPA and have completed all junior year major courses.

**4441 Practicum Internship B.** (0-16) Studies tailored to particular interests and needs of individual students. A variety of experiences may be used to enrich the program for students with special needs or demonstrated competencies. Prerequisite: Final semester of study.

**4848 Healthcare Administrative Residency.** (0-40) Designed for students who have limited or no previous background in healthcare management/administration. Includes rotation through selected major departments, culminating in a major project. Prerequisite: Final semester of study.

### **Courses in Health Professions (HP)**

**1310 The Health Care System and Professionals.** (3-0) Comprehensive study of the professional fields, their relationship to each other, and professional responsibilities. Structure of health care system including hospital organization, health care agencies, role of the government, and professional ethics.

**2310 Contemporary Issues in Health Care.** (3-0) This course is an introduction to contemporary issues in health care important to both future health professionals and informed health care consumers. Course activities will focus on solutions to problems of access, quality, and cost. May be repeated for credit with different emphasis.

**2351 Application of Computers in the Health Professions.** (2-1) An introduction to computer applications important to health care including both common and specialized medical software. Common computer applications are introduced using projects and data resources from a healthcare environment. Students also examine specialized medical applications such as the National Library of Medicine, healthcare Internet resources, and telemedicine.

**3302 Biostatistics.** (3-0) Introduces major statistical concepts and procedures as applied to healthcare and social services. Topics include: descriptive statistics, hypothesis testing, comparison statistics - t-test through multi-way ANOVA, relationship statistics - correlation through multiple regression, association statistics - Chi-square, and beginning epidemiological ratios. Prerequisite: MATH 1315 or 1319.

**3311 Problems in Health Services.** (3-0) An examination, through independent study, of an emerging trend or issue important to the future of health care. Topics may vary from semester to semester, and the course may be repeated for credit with a different area of study.

**3350 Introduction to Public Health.** (3-0) Introduces public health and its core functions at the local, state, and federal levels in the United States and worldwide. Areas of focus include epidemiology, environmental health, maternal and child health, disease prevention and control, and responses to the threat of biological and chemical terrorism.