

School of Health Administration

Health Professions Building 250
T: 512.245.3494 F: 512.245.8712
www.health.txstate.edu/HA

DEGREE PROGRAM OFFERED

Bachelor of Healthcare Administration (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 and schedule an appointment with the BHA Director.

Admission to the Healthcare Administration program is competitive with a limited number of applicants accepted to each class. In addition to the minimum criteria for program consideration, applicants to the BHA program are required to have an interview with the BHA Program Director. BHA applicants meeting the minimum criteria listed below will be considered for program admission:

- Successful completion of all general education core and support courses with a "C" or better in the following courses: MATH 1315 or an equivalent, ECO 2301 or 2314, HP 3325 or an equivalent, and HA 3308.
- Texas State GPA of 2.75 or higher.
- Completion of the PUG (punctuation, usage, and grammar) test with a passing score (70% or higher). Applicants are allowed to take the PUG a maximum of three times.

The application packet to the BHA program should be submitted by the posted deadline and include:

- BHA Application
- Interview Sheet signed by the BHA Program Director
- Copy of PUG test results (supplied to you by HA)

Progression and Repeat Course Policy

BHA majors are required to take courses in a prescribed sequence and are required to successfully complete with a grade of "C" or better.

- All 3000-level courses before enrolling in any 4000-level courses.
- All 4000-level courses before enrolling in field placement. In addition, all BHA majors are required to pass an EXIT exam administered in HA 4141 before enrolling in field placement.

BHA majors are required to make a "C" or better in all HA courses and are allowed to repeat each HA course once, and only once, to improve their grade. In the event that BHA majors do not make a "C" or better when repeating a course, they will be suspended from the major. BHA majors suspended from the BHA program have a right of appeal and should contact the BHA Director.

Graduation

To graduate with a BHA degree, a student must:

- a. Complete all required courses.
- b. Have a grade of "C" or better in each HA course.
- c. Have a 2.00 Texas State GPA or better and 2.25 HA GPA or better.
- d. Have met University residence requirements.
- e. Pass an EXIT exam administered in HA 4141.

Liability Insurance

- Students who participate in the field placement portion of the Healthcare Administration program are required to purchase liability insurance or demonstrate proof they are insured.
- 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 residency assignment. Information on these requirements and forms to be supplied may be obtained through the school office.

Bachelor of Healthcare Administration (BHA)
Major in Healthcare Administration
 Minimum required: 120 semester hours

General Requirements:

1. 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.
2. See Academic Services section of the catalog for course options that satisfy literature, life and physical science, and social and behavioral science components.
3. If US1100 is waived, the student must have a minimum of 120 hours to graduate. See the College Advising Center.

Freshman Year - 1st Semester		Freshman Year - 2nd Semester		Sophomore Year - 1st Semester		Sophomore Year - 2nd Semester	
Course	Hr	Course	Hr	Course	Hr	Course	Hr
ENG 1310	3	ENG 1320	3	ENG Literature	3	POSI 2320	3
COMM 1310	3	HIST 1320	3	ART, DAN, MU, or TH 2313	3	ECO 2301 or 2314	3
HIST 1310	3	LIFE & PHYSICAL SCIENCE	3	POSI 2310	3	HP 3325, HP 3302, MATH 2328, CJ 3347, PSY 2301, or SOCI 3307	3
MATH 1315, 1319, 1329, 2417, or 2471	3	SOCIAL & BEHAVIORAL SCIENCE	3	CIS 1323 or CS 1308	3	HA 3308	3
LIFE & PHYSICAL SCIENCE	3	PHIL 1305 or 1320	3	Elective	3	Elective	3
US 1100	1						
Total	16	Total	15	Total	15	Total	15

Sophomore Year - Summer		Junior Year - 1st Semester		Junior Year - 2nd Semester		Senior Year - 1st Semester	
Course	Hr	Course	Hr	Course	Hr	Course	Hr
Elective	5	HA 3309	3	HA 3341	3	HA 4305	3
		HA 3324	3	HA 3340	3	HA 4315	3
		HA 3315	3	HA 3376	3	HA 4318	3
		HA 3375	3	HA 3344	3	HA 4320	3
		HA 3329	3	HA 3347	3	HA 4325	3
						HA 4141	1
Total	5	Total	15	Total	15	Total	16

Senior Year - 2nd Semester	
Course	Hr
HA 4848	8
Total	8

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 3347, and 9 hours of electives chosen from HA 3309, 3315, 3329, 3340, 3341, 3344, 3375, and 3376. HA 3308 must be taken prior or concurrent with other HA courses.

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)
- 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. (WI)
- 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.
- 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.
- 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. (WI)
- 3344 Patient Care Management & Quality Improvement in Health Care Integrated Delivery Systems. (3-0) This course is an introduction of integrated delivery systems and their operations. It includes an examination of patient care management and the patient experience. A framework for understanding healthcare quality efforts is also an integral part of the course.
- 3347 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.
- 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 3325 or equivalent.
- 3376 Financial Management for Healthcare Managers. (3-0) A concentration in the fundamentals of healthcare financial management including the financial organization of non-profit 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.
- 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.
- 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.
- 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.
- 4318 Employment Law in Healthcare. (3-0) This course 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.
- 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. (WI) (MC/MP)
- 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)

- 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. (2-2) The course introduces major statistical concepts and procedures as applied to clinical science students with an emphasis on inferential statistics. Topics include: descriptive statistics, hypothesis testing, comparison statistics, relationship statistics, association statistics, and beginning epidemiological ratios. Students are introduced to major statistical packages. Prerequisite: MATH 1315 or 1319.
- 3325 Healthcare Statistics (3-0) The course introduces major statistical concepts and procedures as applied to healthcare

administration students with an emphasis on descriptive statistics. Topics include: healthcare statistical terminology, descriptive statistics, hypothesis testing, comparison statistics, relationship statistics, and association statistics. Prerequisite: MATH 1315 or 1319.

Department of Health Information Management

Health Professions Building 302
T: 512.245.8242 F: 512.245.8258
www.health.txstate.edu/HIM

DEGREE PROGRAM OFFERED

Bachelor of Health Information Management (BSHIM), major in Health Information Management

MINOR OFFERED

Health Information Management

CERTIFICATE OFFERED

Health Information Privacy & Security

The Health Information Management major prepares students to work in the health information management profession which focuses on health care data and the management of health care information resources. The profession addresses the nature, structure, and translation of data into usable forms of information including the electronic health record for the advancement of health and health care of individuals and populations.

Health information management professionals collect, integrate, and analyze primary and secondary health care data, disseminate information and manage information resources, related to the research, planning, provision, and evaluation of health care services. HIM professionals are an integral part of the planning, implementing and utilization of electronic health record systems.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. Upon completion of the degree, graduates of the program are eligible to sit for the RHIA (Registered Health Information Administrator) examination offered by the American Health Information Management Association.

The BSHIM is offered in two formats—the traditional campus-based program and an on-line program. The Traditional Campus-Based Program is a two plus two program with completion of general education core curriculum and program prerequisite coursework during the first two years. Following application and acceptance into the program, the final two years consists of the professional coursework reinforced with professional practice experience assignments in hospitals and other health care related facilities and organizations. Application deadline is March 1.