

Health Policy and Management

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The Program in Health Policy and Management offers graduate and undergraduate studies leading to Bachelor's and Master's degrees in Health Services Administration.

The Health Services Administration program is fully accredited by the Commission on Accreditation of Healthcare Management Education (CAHME).

The baccalaureate program provides professional education which prepares students for entry- and mid-level management functions in community based health care settings.

The management of health services occurs in an environment of organizational and technological change. Individuals charged with managerial responsibilities must be grounded in a high degree of formal professional training followed by lifelong learning which fosters their continuous professional growth. Many of the same skills needed for executive management are now also required to provide administrative leadership in staffing, directing, coordinating, and controlling the operational resources of administrative and clinical units in such organizations.

Health Policy and Management Programs

The Bachelor of Health Services Administration (BHSA) qualifies students for entry-level management positions in health services delivery organizations. The program provides professional education for administrative occupations in various health care settings. The degree also prepares individuals for further study in health services administration or public health. It is an excellent career development pathway for persons licensed in clinical health and medical care professions but lacking an undergraduate degree.

Bachelor of Health Services Administration

Degree Program Hours: 120

Admissions Requirements

Students seeking admission into the bachelor's program must meet the following minimum requirements:

1. An Associate in Arts degree or its equivalent (e.g., Associate in Science) in lower-division course work (60 semester hours) completed in the first two years of preparation at an accredited college or university, with a minimum 2.0 cumulative grade point average.

2. The maximum of lower-division transfer credits is 60 semester hours. Upper division credit hours from another institution or department may be transferred up to a maximum of 30 semester hours toward the fulfillment of required or elective courses in the program.

3. Admitted applicants must meet all general educational requirements of the University. Students with one deficiency will be admitted and applicants with two or

more deficiencies will only be admitted with Program Coordinator approval.

4. Students must comply with the State University System Common Prerequisites for Health Services Administration programs:

ACG 2071 Managerial Accounting

CGS 2060 Introduction to Microcomputers

ECO 2023 Principles of Microeconomics

5. Any other general admissions requirements of undergraduate programs at the University as found in the catalog of the current academic year.

6. Students who have not completed the admission process may register as Affiliated Students pending admission. A maximum of 15 semester hours taken as an affiliated student can be used toward a degree. Affiliated status does not guarantee admission to the bachelor's program.

Admissions

Once students complete 60 semester hours, they may apply for admission into the program. FIU undergraduates who have met the Core or the General Education lower division requirements, who have passed the CLAST, and who have a grade point average (GPA) of above a 2.0 will qualify for admission to the program. (Meeting these requirements will not guarantee admission to the program.)

Program Requirements

All program students completing the BHSA are also subject to undergraduate student regulations and degree requirements governed by the policies of the College of Health and Urban Affairs, Florida International University, and the State University System. Undergraduate HSA majors must receive a grade of 'C' or higher in all core courses.

Courses are sequenced to enhance the development of competencies as students progress through the curriculum. Students need to pay particular attention to proper sequencing and course prerequisites.

Core courses required of all students: (48)

Group 1

HSA 3103	Health and Social Service Delivery Systems	3
HSA 3180	Management for Health the Health Professions	3
HSC 4510	Statistical Applications	3
URS 3438	Communication Skills for Policy and Management	3

Group 2

HSA 4700	Fundamentals of Health Services Research	3
HSA 4110	Health Organizational Behavior	3
HSA 4xxx	Health Economics	3
HSC 4500	Principles of Applied Epidemiology	3

Group 3

HSA 4170	Health Care Financial Management	3
HSA 4184	Human Resource Management	3
HSA 4421	Legal Aspects and Legislation in Health Care	3
HSA 4141	Program Planning and Evaluation	3

Group 4

IHS 4111	Values, Ethics, & Conflict Resolution	3
HSA 4150	People, Power, and Politics in Health Affairs	3

HSA 4192	Health Management Systems Engineering	3
HSA 4113	Issues and Trends in Health Care Delivery	3

Elective Courses: (12)

Elective courses should not be taken until students have completed all courses in Group 1 and Group 2.

Elective courses may include upper-division courses offered by other University departments with the approval of the Health Policy and Management Faculty.

Non-Degree Seeking Student

Non-degree seeking students who wish to register for 5000-level courses may do so with the permission of the instructor. University regulations pertaining to non-degree seeking status must be observed.

Internship

Students electing an administrative internship generally begin their internship in the final semester of the degree requirement. If this period of field placement is evaluated by the Faculty Preceptor as successful, the student will graduate at the end of that semester provided that all other requirements have been met.

All students must achieve a GPA of 2.5 or higher in all upper-division course work and submit a residency plan for faculty approval before they are permitted to enroll in the Administrative Internship (HSA 4850). Students must apply for the internship, have an educational plan approved by the coordinator, and be placed in an agency by the Faculty Preceptor in the semester prior to registration for the administrative internship.

For further information regarding internship placements, reference should be made to the Program Policy and Procedures Statement on the Administrative Internship, which appear on the HPM website.

Minor in Health Services Administration

A five course minor in Health Services Administration is available to baccalaureate degree seeking students who are interested in careers in health services administration or who wish to examine the administrative aspects of health services delivery.

Fifteen hours in Health Policy and Management are required: Six required credit hours and nine to be selected from the following list.

Required Courses

HSA 3103	Health and Social Service Delivery Systems	3
HSA 3180	Management for Health Professions	3

Elective Courses (9 credit hours)

The other nine hours may be selected from the following, providing all prerequisites have been met:

HSA 4110	Health Care Organizational Behavior	3
HSA 4113	Issues and Trends in Health Care	3
HSA 4150	People, Power and Politics in Health Care	3
HSA 4170	Health Care Financial Management	3
HSA 4184	Human Resources Management	3
HSA 4421	Legal Aspects and Legislation in Health Care	3
HSC 4500	Principles of Applied Epidemiology	3

It is the student's responsibility to contact the department from which the student wishes to receive the minor when

they apply for graduation. This will ensure that the minor will be posted on their transcript.

Course Descriptions**Definition of Prefixes**

HSA - Health Services Administration; HSC - Health Sciences; URS-Urban and Regional Studies

HSA 3103 Health and Social Service Delivery Systems

(3). Students examine the history and current functions of health and social services delivery systems in the United States. Focus is on the components, their interaction and internal/external controls.

HSA 3180 Management for the Health Professions (3).

Fundamental theories, principles, and concepts of management are surveyed to prepare the student for a middle-management position in health care. Case studies are utilized for practical application.

HSA 4104 Team Approach to Health Service Delivery

(3). Team formation, structure, composition, maturity, growth, and the process are identified. Team management in health facilities are discussed. Prerequisites: HSA 3103, HSA 3180 or permission of the instructor.

HSA 4110 Health Care Organizational Behavior (3).

Analysis of organizational behavior and its implications for management in health care systems. Prerequisite: HSA 3180.

HSA 4113 Issues and Trends in Health Care Delivery

(3). Issues and trends in policy questions involving health care organizations, financing, quality controls, and delivery of services are addressed. This is a Capstone course.

HSA 4141 Program Planning and Evaluation (3).

Basic concepts of planning and evaluation as the fundamental tools of program design and development are examined. Prerequisites: URS 4112, HSC 4510, or permission of the instructor.

HSA 4150 People, Power and Politics in Health Affairs

(3). Community power structures are analyzed as to their function in politics and decisions governing health care. The health professional's role is studied with respect to the political process in health care. Prerequisites: HSA 3180, HSA 3103, or permission of the instructor.

HSA 4170 Health Care Financial Management (3).

Financial management methods and procedures for health care institutions. Prerequisites: URS 4112 or equivalent and URS 4004 Fiscal Analysis, or equivalent.

HSA 4183 Applied Management in Health Care Organization (3).

Management theory and principles are examined in their application to the administrative process. Case studies are emphasized to illustrate operational conditions found in health care settings. Strategic Management is emphasized. Prerequisites: HSA 3180, HSA 4110, or permission of the instructor.

HSA 4184 Human Resources Management and Supervision (3).

The role of health care supervisors is examined with respect to interviewing, performance appraisal, disciplining, counseling, job orientation, in-service education and responsibilities. Prerequisites: HSA 3103, HSA 3180 or permission of the instructor.

HSA 4192 Health Management Systems Engineering

(3). Introduction to health systems analysis and application of industrial engineering techniques including work systems, job analysis, space utilization, inventory control, and traffic patterns are studied. Prerequisite: HSC 4510 or permission of the instructor.

HSA 4193 Automated Management and Information Systems (3).

The analysis, design, and installation of management information systems in health care organizations is studied. Evaluation of computer systems from several perspectives are examined. Prerequisites: HSA 4192 or permission of the instructor.

HSA 4421 Legal Aspects and Legislation in Health Care (3).

Corporate structure and legal liabilities of health care institutions and professionals is studied from a local, state, and federal regulatory position. Prerequisites: HSA 4110, HSA 4150, or permission of the instructor.

HSA 4850 Administrative Internship (2-6).

The student who has completed all required upper division course work is provided an opportunity to observe and engage in administrative practice in a health care setting. Prerequisite: Completion of all curriculum required course work and have an educational plan approved by the Faculty Preceptor the semester prior to registering.

HSA 4905 Undergraduate Independent Study (1-3).

Students take part in in-depth research or an action-oriented project under the supervision of their faculty advisor. Preparation and approval of the content must be made one semester in advance. Prerequisite: Permission of faculty advisor.

HSC 4500 Principles of Applied Epidemiology (3).

Methods and techniques used by epidemiologists investigating the distribution and causes of diseases are studied. A holistic approach to principles of disease surveillance and control is studied. Prerequisite or Corequisite: HSA 3103.

URS 3438 Communication Skills for Policy and Management (3).

Designed to enable students to develop oral and written skills required to communicate effectively in organizational and public policy settings.

URS 4004 Introductory Fiscal Analysis for Health and Public Service (3).

This course is designed to provide the basics of pricing mechanisms and financial planning techniques applicable to health, nonprofit, and public organizations and enterprises.

URS 4153 Applied Research Methods for Policy and Management (3).

Research design, sampling, critical evaluation, basic research ethics, experiments and quasi experiments, reliability and validity surveys, design-implementation, qualitative and quantitative methods, secondary analysis evaluation and presentation.