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.

**Progression and Repeat Course Policy**

Bachelor of Health Administration (B.H.A.) degree 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 B.H.A. majors are required to pass an EXIT exam administered in HA 4141 before enrolling in field placement.

B.H.A. 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 B.H.A. majors do not make a "C" or better when repeating a course, they will be suspended from the major. B.H.A. majors suspended from the B.H.A. program have a right of appeal and should contact the B.H.A. Director.

**Graduation**

To graduate with a B.H.A. degree, a student must:

1. Complete all required courses.
2. Have a grade of "C" or better in each HA course.
3. Have a 2.00 Texas State GPA or better and 2.25 HA GPA or better.
4. Have met University residency requirements.
5. Pass an EXIT exam administered in HA 4141.

**Immunization Requirements**

It is a policy of the College of Health Professions that each student must provide a Health Report completed by a physician or licensed healthcare provider, 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.

**Note:** All students are required to complete a residency for the BHA. A background check is during the 3rd HA semester (during enrollment in HA 4141) prior to beginning the residency. Issues with the background check could impact residency placement and ability for employment in the healthcare industry.

**Admissions Requirements**

1. 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 B.H.A. Director.
2. 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 B.H.A. program are required to have an interview with the B.H.A. Program Director.
3. A Texas State GPA of 2.75 or higher is required for application for admission.
4. 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.
5. Completion of the PUG (punctuation, usage, grammar) test with a passing score (70% or higher). Applicants are allowed to take the PUG a maximum of three times. Contact the testing center at: www.txstate.edu/trec/ (http://www.txstate.edu/trec) (The cost is $40 per exam for current Texas State students). Additional information on the PUG can be found here: http://www.txstate.edu/slac/stad-test-prep/pug.html
6. Completion of the application does not guarantee acceptance to the BHA Program. You must complete prerequisites and meet the above requirements for program acceptance. If accepted and you fail to complete prerequisites, your enrollment in HA classes will be delayed until prerequisites are completed.
7. The application packet to the BHA program should be submitted by the posted deadline and include: BHA Application (Click here (http://gato-docs.its.txstate.edu/jcr:9c8bdd2b-4908-49e9-b36a-24e934c70155/BHA%20ADM%20APPL__.doc)), Interview Sheet signed by the BHA Program Director (See below) Interview with the BHA Program Director – signature required on the application; Copy of current schedule (Texas State and other college or university); Statement of Purpose; Passing score on PUG must be on file by application deadline.
8. The Statement of Purpose is a short essay that explains why you wish to be admitted to this program. It provides information about your interest in the health administration profession. The essay should be no longer than one single-spaced page. Be sure to check your essay’s grammar, spelling, and punctuation.
9. The application packet is due: (if the 1st falls on a weekend or holiday, application is due by NOON next working day) Application Deadline for spring - October 1 and the Application Deadline for fall - March 1
10. Applications are to be turned in to Ms. Julie Carroll in the HA Office - HPB 250.

**Bachelor of Healthcare Administration (B.H.A.)**

- Major in Healthcare Administration (http://mycatalog.txstate.edu/undergraduate/health-professions/administration/healthcare-administration-bha)
## Minor

- Healthcare Administration (http://mycatalog.txstate.edu/undergraduate/health-professions/administration/healthcare-administration-minor)

Subjects in this school include: HA (p. 2), HP (p. 4)

### Courses in Healthcare Administration (HA)

**HA 3308. Healthcare Organization.**
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 health care agencies, administrative and management elements necessary for policy determination, decision making, and control to achieve institutional goals and objectives.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**HA 3309. Ethics in the Health Professions.**
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.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**HA 3311. Independent Study in Healthcare Administration.**
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.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Standard Letter

**HA 3315. Healthcare Administration History, Culture, and Language.**
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.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**HA 3324. Supervisory Management for Healthcare Managers.**
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).

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Writing Intensive
Grade Mode: Standard Letter

**HA 3329. Human Resources in Healthcare Management.**
Human resource management as applicable to the healthcare field. Course will cover 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.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**HA 3330. Management of Health Information Systems.**
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.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**HA 3340. Management of Health Information Systems.**
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.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Writing Intensive
Grade Mode: Standard Letter

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

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Writing Intensive
Grade Mode: Standard Letter

**HA 3344. Patient Care Management & Quality Improvement in Health Care Integrated Delivery Systems.**
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.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**HA 3347. Essentials of Healthcare Law.**
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.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**HA 3375. Principles of Accounting for Healthcare Managers.**
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 ECO 2314, and HP 3325 or equivalent, all with a grade of "D" or better.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter
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 or 2314, and HA 3375 all with a grade of "C" or better, or approval of instructor.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HA 4121. Problems in Healthcare Administration.
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.
1 Credit Hour. 1 Lecture Contact Hour. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Standard Letter

HA 4141. Healthcare Comprehensive Exam and Review.
A course in which each of the respective faculty will review their portion of the comprehensive examination. It is recommended that students be registered in the course. The comprehensive exam will be administered at the conclusion of the course.
1 Credit Hour. 1 Lecture Contact Hour. 0 Lab Contact Hours.
Grade Mode: Credit/No Credit

HA 4221. Problems in Healthcare Administration.
In-depth study of a narrow range of topics 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.
2 Credit Hours. 2 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Standard Letter

HA 4305. Healthcare Services Marketing.
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.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HA 4306. Healthcare Services Marketing.
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.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HA 4318. Employment Law in Healthcare Management.
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 with a grade of "D" or better.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HA 4320. Seminar in Healthcare Administration.
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).
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Writing Intensive
Grade Mode: Standard Letter

HA 4322. Public Health Administration.
This course introduces the healthcare manager to public health and its role in preventing illnesses and improving the health of the community. Students will learn about the role of the manager in disease prevention and how to participate and lead community efforts for the wellness of the community.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

This capstone class integrates accounting, finance, marketing, MIS, and organizational behavior in the creation of sustainable competitive advantage. Healthcare case studies will be used to illustrate key concepts.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HA 4440. Practicum Internship A.
Students with specialization in management participate in 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. Must have a 2.25 major GPA and have completed all junior year major courses.
4 Credit Hours. 0 Lecture Contact Hours. 16 Lab Contact Hours.
Grade Mode: Credit/No Credit

HA 4441. Practicum Internship B.
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. This course is taken in the final semester of study.
4 Credit Hours. 0 Lecture Contact Hours. 16 Lab Contact Hours.
Grade Mode: Credit/No Credit

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. This course is taken in the final semester of study.
8 Credit Hours. 0 Lecture Contact Hours. 40 Lab Contact Hours.
Grade Mode: Credit/No Credit
Courses in Health Professions (HP)

HP 3302. Biostatistics.
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 MATH 1319 with a grade of "C" or better.
3 Credit Hours. 2 Lecture Contact Hours. 2 Lab Contact Hours.
Course Attribute(s): Lab Required
Grade Mode: Standard Letter

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 MATH 1319 with a grade of "C" or better.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter