SCHOOL OF HEALTH ADMINISTRATION

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

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 B.H.A. 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 B.H.A. program are required to have an interview with the B.H.A. Program Director. B.H.A. 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 College Algebra (or an equivalent) 3
  - ECO 2301 Principles of Economics 3
  - or ECO 2314 Principles of Microeconomics 3
  - HP 3325 Healthcare Statistics (or an equivalent) 3
  - HA 3308 Healthcare Organization 3

- 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.
- Application deadlines and items for application packet are posted on School webpage.

Progression and Repeat Course Policy

B.H.A. 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 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 residence 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 required for all students in the 3rd HA semester during enrollment in HA 4141 prior to beginning the residency. Issues with the background check will impact residency placement and ability for employment in the healthcare industry.

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)

Information about graduate programs can be found in the Graduate Catalog (http://mycatalog.txstate.edu/graduate).

Subjects in this school include: HA (p. 1), 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 healthcare agencies, administrative and management elements necessary for policy determination, decision making, and control to achieve institutional goals and objectives. About Healthcare Organization

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter about Healthcare Organization
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.
about Ethics in the Health Professions

Grade Mode: Standard Letter

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

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.

about Independent Study in Healthcare Administration

Grade Mode: Standard Letter

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Course Attribute(s): Exclude from 3-peat Processing

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. (MC).

about Healthcare Administration History, Culture, and Language

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Grade Mode: Standard Letter

about Healthcare Administration History, Culture, and Language

Introduction to the following functions of supervisory management: planning, organizing, staffing, influencing, and controlling; as well as the connective processes of decisionmaking, coordinating, and communicating in healthcare organizations. (WI).

about Supervisory Management for Healthcare Managers

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Course Attribute(s): Writing Intensive

Grade Mode: Standard Letter

about Supervisory Management for Healthcare Managers

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.

about Human Resources in Healthcare Management

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Grade Mode: Standard Letter

about Human Resources in Healthcare Management

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.

about Management of Health Information Systems

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Grade Mode: Standard Letter

about Management of Health Information Systems

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 developments, need analysis, task analysis, development of training and continuing education programs for healthcare personnel. (WI).

about Training and Professional Development in Healthcare

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Course Attribute(s): Writing Intensive

Grade Mode: Standard Letter

about Training and Professional Development in Healthcare

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.

about Patient Care Management & Quality Improvement in Health Care Integrated Delivery Systems

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Grade Mode: Standard Letter

about Patient Care Management & Quality Improvement in Health Care Integrated Delivery Systems

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.

about Essentials of Healthcare Law

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Grade Mode: Standard Letter

about Essentials of Healthcare Law

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.

about Principles of Accounting for Healthcare Managers

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

Grade Mode: Standard Letter

about Principles of Accounting for Healthcare Managers
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 or approval of instructor.

about Financial Management for Healthcare Managers
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.

about Problems in Healthcare Administration
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 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.

about Healthcare Comprehensive Exam and Review
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 on problems unique to managers in the field of health administration. May be repeated with permission of department chair.

about Problems in Healthcare Administration
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.

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

HA 4311. Cost Accounting for Healthcare Organizations.
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.

about Cost Accounting for Healthcare Organizations
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HA 4315. Health Services Problem Solving and Decision Making.
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.

about Health Services Problem Solving and Decision Making
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Writing Intensive
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.

about Employment Law in Healthcare Management
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) (MC/MP).

about Seminar in Healthcare Administration
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

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.

about Healthcare Strategic Management
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

about Healthcare Strategic Management

HA 4440. Practicum Internship A.
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. 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

about Practicum Internship A

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

about Practicum Internship B

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

about Healthcare Administrative Residency

Courses in Health Professions (HP)

HP 2351. Application of Computers in the Health Professions.
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.

3 Credit Hours. 2 Lecture Contact Hours. 1 Lab Contact Hour.
Course Attribute(s): Lab Required
Grade Mode: Standard Letter

about Application of Computers in the Health Professions

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, and association statistics. Students are introduced to major statistical packages. Prerequisite: MATH 1315 or MATH 1319.

3 Credit Hours. 2 Lecture Contact Hours. 2 Lab Contact Hours.
Course Attribute(s): Lab Required
Grade Mode: Standard Letter

about Biostatistics

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, and association statistics. Prerequisite: MATH 1315 or MATH 1319.

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

about Healthcare Statistics

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