

# HEALTH CARE ADMINISTRATION (HCA)

## HCA 120 Health Literacy for Consumers 3 Hours

Provides an introduction to health literacy from a consumer's perspective. Students will examine the current state of affairs in healthcare, identify medical challenges, and learn how consumers can heighten awareness and better prepare to be their own best advocate.

### Colonnade/Statewide General Education Code E-SB | SB

*Recent Term(s) Offered: spring 2021; summer 2021; fall 2021; spring 2022; summer 2022; fall 2022; spring 2023; fall 2023*

## HCA 247 Contemporary Healthcare Issues 3 Hours

An introductory course addressing contemporary issues confronting the healthcare delivery system, patients, and medical professionals in American society.

**Prerequisite(s):** ENGL 100C

**Restriction(s):** Enrollment limited to students with a semester level of Academy Junior, Academy Senior or Freshman.

**Equivalent(s):** HED 247C

*Recent Term(s) Offered: spring 2021; spring 2022; spring 2023; summer 2023*

## HCA 340 Health Care Organization and Management 3 Hours

Examines the historic, social, political, and economic factors that shape the U.S. health care delivery system. Topics include the components of the healthcare delivery system such as medical office practices, hospitals, and long-term healthcare systems. Included are financial and non-financial resources found in the U.S., concepts of public health, quality of care and outcomes measurement, and strategies for improving access to care. The role of health care administration as critical to the system will be stressed. **Colonnade/Statewide General Education Code K-SY**

**Prerequisite(s):** 21 hours of Foundations and Explorations Courses, or junior status

*Recent Term(s) Offered: winter 2021; spring 2021; summer 2021; fall 2021; winter 2022; spring 2022; summer 2022; fall 2022; winter 2023; spring 2023; summer 2023; fall 2023*

## HCA 342 Human Resources Management for Healthcare Managers 3 Hours

This course explores human resource management issues experienced by supervisors within healthcare organizations. Course topics include core human resources management functions and skills (job analysis, recruitment, retention, selection, placement, training/education, performance evaluation, and compensation) related to clinical, administrative, and paraprofessional employees within the healthcare setting. Note: Permission of instructor may be required.

**Prerequisite(s):** HCA 340

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; spring 2023; fall 2023*

## HCA 343 Quality Management for Healthcare 3 Hours

Examines the history, philosophies, methods, and techniques used in continuous quality improvement programs, specifically for healthcare delivery systems. Topics include problem identification, data collection and analysis, implementation, and evaluation of system changes. Customer service approach to health care, accreditation, credentialing, and current issues in quality improvement (performance improvement models and patient safety improvement), utilization management and risk management will be included in the discussion. Note: Permission of instructor may be required.

**Prerequisite(s):** HCA 340

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; spring 2023; summer 2023*

## HCA 344 Health Systems Management 3 Hours

This course provides information and applications of general systems theory relative to organizations, operations, and decision analysis in health care delivery system components. The course will also explore the responsibilities, relationships, and trends of various departments in health facilities. Note: Permission of instructor may be required.

**Prerequisite(s):** HCA 340

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; spring 2023; fall 2023*

## HCA 345 Long-Term Care Administration 3 Hours

Introduce the special topics and operating environment facing long-term care managers today. Emphasis is on regulations, reimbursement, care delivery, and alternative delivery systems that deal with the elderly. Includes field trips. Note: Permission of instructor may be required.

**Prerequisite(s):** HCA 340 (may be taken concurrently) with a minimum grade of C

**Restriction(s):** Students with a semester level of Academy Junior, Academy Senior or Freshman may **not** enroll.

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; spring 2023; summer 2023; fall 2023*

## HCA 346 Ambulatory Care Administration 3 Hours

Access, content, and expected outcomes of health care delivery settings outside traditional inpatient facilities.

**Prerequisite(s):** HCA 340

*Recent Term(s) Offered: fall 2021; fall 2022; fall 2023*

## HCA 347 International Comparisons of Health Care Systems 3 Hours

Cross country comparisons, including concepts of illness and healing within different cultural contexts; differing approaches to critical issues including access, quality of care, and cost containment; and methods of organization, financing and structuring of providers in various countries.

### Colonnade/Statewide General Education Code K-LG

**Prerequisite(s):** 21 hours of Foundations and Explorations Courses, or junior status

*Recent Term(s) Offered: winter 2021; spring 2021; summer 2021; fall 2021; winter 2022; spring 2022; summer 2022; fall 2022; winter 2023; spring 2023; summer 2023; fall 2023*

## HCA 353 Quality and Patient Safety in Long-Term Care 3 Hours

Application of quality management techniques with special emphasis on the types of populations, facilities, and expectations involved in long-term care service delivery programs.

*Recent Term(s) Offered: fall 2021; fall 2022; fall 2023*

**HCA 355 Nursing Facility Administration 3 Hours**

Cover the domains of knowledge associate with the national licensure examination for nursing home administrators along with other necessary knowledge for the administration of a long-term care facility. Note: Permission of instructor may be required.

**Prerequisite(s):** HCA 345

*Recent Term(s) Offered: spring 2021; spring 2022; spring 2023*

**HCA 383 Management Applications in Healthcare 1 Hour**

This course covers data types, data use, and data management approaches including statistical applications that are currently used in the healthcare industry. Data management and analysis products including MS Excel, SPSS and other data management/statistical applications relevant to the healthcare environment would be used to deliver course content. Basic familiarity with personal computers is assumed.

**Prerequisite(s):** (MATH 183 or SOCL 300 or PH 383)

**Corequisite(s):** PH 383

*Recent Term(s) Offered: spring 2021; summer 2021; fall 2021; spring 2022; summer 2022; spring 2023; summer 2023*

**HCA 401 Fundamentals of Health Care Financial Management 3 Hours**

Principles of financial management for health care organizations. Financial ratios applicable to health providers and insurance companies; issues in the healthcare revenue cycle and value chain; recognizing sources of risk in reimbursement and addressing risk in financial plans. Note: Permission of instructor may be required.

**Prerequisite(s):** HCA 340

*Recent Term(s) Offered: winter 2021; summer 2021; winter 2022; summer 2022; winter 2023; summer 2023*

**HCA 440 Health Economics 3 Hours**

Examines the characteristics of the markets for medical services with emphasis on medical costs, competition, health cost inflation, health insurance, medical service markets, regulation, and economic strategies for health care managers. This course includes financing and cost-control in foreign health systems.

**Prerequisite(s):** HCA 340 and HCA 344 and (HCA 345 or HCA 346) and (ECON 202 or ECON 203)

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; spring 2023; summer 2023; fall 2023*

**HCA 441 Legal Aspects / Health Care 3 Hours**

This course will examine the relationship between the health care system in the United States and the legal system. The component parts of the legal system, including the legislative, administrative and judicial functions will be reviewed. Current trends in the area of health care law will be studied. Note: Permission of instructor may be required.

**Prerequisite(s):** HCA 340

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; fall 2023*

**HCA 442 Principles and Methods of Health Planning 3 Hours**

This course will provide theoretical foundations and methodology used in health planning. It will include the roles of government, health professions and consumers in the process of planning for health services, facilities and manpower.

**Prerequisite(s):** HCA 340 and HCA 344

*Recent Term(s) Offered: winter 2021; spring 2021; summer 2021; fall 2021; spring 2022; summer 2022; fall 2022; spring 2023; summer 2023*

**HCA 445 Health Care Finance 3 Hours**

Methods of financing health care will include a review of health care specific financial statements and quantitative methods. Students are expected to develop an understanding of the financial basis of cost accounting and managerial decision-making. The course covers the importance of managed care and an overview of managed care contracting.

**Prerequisite(s):** HCA 340 and HCA 344 and (HCA 345 or HCA 346 or HCA 355) and (ACCT 110 or HIM 252) and (HCA 440 or ECON 300 or ECON 302 or ECON 303 or ECON 305 or ECON 306 or ECON 307 or ECON 323 or ECON 375 or ECON 380 or ECON 385 or ECON 390 or ECON 400 or ECON 410 or ECON 414 or ECON 420 or ECON 430 or ECON 434 or ECON 440 or ECON 445 or ECON 464 or ECON 465 or ECON 467 or ECON 475 or ECON 480 or ECON 490 or ECON 491 or ECON 496 or ECON 497 or ECON 499)

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; spring 2023; fall 2023*

**HCA 446 Health Care Informatics 3 Hours**

Consideration of the vital role played by the exchange of organizational information in support of clinical care and management decision making in today's health care environment.

**Prerequisite(s):** HCA 340

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; spring 2023; fall 2023*

**HCA 447 Information Systems Laboratory 1 Hour**

Prerequisite(s): Permission of instructor. This course includes hands-on instruction in computer hardware, operating systems, and database architecture. Basic familiarity with personal computers is assumed.

**Corequisite(s):** HCA 446

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; spring 2023; fall 2023*

**HCA 448 Health Care Analysis and Evaluation 3 Hours**

Unifies the knowledge gained in the required course work for health care administration majors and prepares them for the internship experience. Individual primary research projects are required.

**Prerequisite(s):** HCA 344

**Restriction(s):** Students with a semester level of Academy Junior, Academy Senior, Freshman, Junior or Sophomore may **not** enroll.

*Recent Term(s) Offered: spring 2021; fall 2021; spring 2022; fall 2022; spring 2023; fall 2023*

**HCA 449 Internship in Health Care Administration 1-6 Hours**

(repeatable max of 6 hrs)

Prerequisite(s): Completion of all program course requirements, general education and electives, minimum overall GPA of 2.5, and permission of the internship supervisor. The internship provides the student administrative experience with a health care provider or health related organization. Students are expected to secure the internship site during the last academic semester and are responsible for all university and facility requirements during the internship. Participating agencies will have a qualified administrator to serve as preceptor. Off campus travel required. Interns are not permitted to take other courses during internship.

*Recent Term(s) Offered: spring 2021; summer 2021; fall 2021; spring 2022; summer 2022; fall 2022; spring 2023; summer 2023; fall 2023*

**HCA 450 Internship in Long-term Care 1-3 Hours** (repeatable max of 3 hrs)

Internships provides the HCA student administrative experience with a health care provider or health related organization with additional hours rotation as required by National Association of Long-term Care Administrators Boards (NAB). Students are expected to secure the internship site and are responsible for all university and facility requirements during the internship. Participating agencies will have a qualified administrator to serve as preceptor. Off campus travel required. Note: Must have an overall GPA of 2.5.

**Prerequisite(s):** (HCA 345 with a minimum grade of C or HCA 355 with a minimum grade of C or permission of instructor)

**Restriction(s):** Enrollment is limited to students in Health Care Adm (559) or Health Care Admin- Seeking Adm (559P)

*Recent Term(s) Offered: None*

**HCA 459 Global Health Service-Learning Practicum 3 Hours**  
(repeatable max of 6 hrs)

Designed to provide students in health professions with a global service-learning experience. Integrates student knowledge and skills with practical applications in a global health context, based on the student career objectives and the health needs of the served communities. Note: Permission of instructor may be required.

**Prerequisite(s):** HCA 347

*Recent Term(s) Offered: fall 2021; summer 2023*

**HCA 471 Managed Care 3 Hours**

This elective course provides an overview of managed care; includes history, government policy, organizational structures, cost control strategies, and management issues.

**Prerequisite(s):** HCA 340 and HCA 344 and HCA 440 and HCA 441

*Recent Term(s) Offered: None*