

HEALTHCARE ADMINISTRATION: APPLIED CLINICAL OPERATIONS COURSE DESCRIPTIONS

CM 320 Healthcare Collaboration & Leadership (General Education Requirement)

This course applies leadership and management theories to the changing environment of healthcare. Students synthesize their knowledge of such topics as emotional intelligence, conflict management, gender dynamics, feedback delivery, and systems theory in advanced writing and speaking projects. The NMC portfolio is integrated throughout this course.

HCA 330 Introduction to Management & Strategic Planning

This course will provide students with an understanding of the basic principles surrounding management and leadership. In addition, students will become familiar with the concepts and methods used within the strategic planning process. Upon completion of this course, students will be able to develop an action plan with measurable strategies and timelines related specifically to the strategic planning process.

HCA 340 Fundamentals of Financial Operations

Accounting and budgeting serve as essential components of management and decision making within the healthcare setting. Students will learn to use accounting methods to record and monitor the financial position of a clinic. This course will also provide students with a foundation in developing a budget, and monitoring revenue and expenditures.

HCA 350 Foundations of Human Resources in Healthcare

The function of human resources is one of the most important in almost any organization or healthcare setting. This course will provide students with an understanding of ways in which to attract and maintain the best employees. Knowledge will be shared in a variety of areas such as employee compensation, benefit packages, productivity, employee development, evaluation and training, as well as existing laws and policies surrounding employee relations.

HCA 420 Clinical Operations

Operating a clinical setting requires a special set of technical and professional knowledge and skills. This course provides students with a broad view of the operations that take place within a clinical healthcare setting. Students will obtain knowledge and skills related to the day-to-day operations such as patient flow, scheduling, employee contracts, health information, as well as managing risk and quality assurance.

HCA 430 Professional Communication

This course focuses on the particular ways in which writers apply the writing process to genres used regularly by healthcare professionals and utilize research to enhance patient outcomes. Writing assignments will develop students' skills in writing formal correspondence, completing proposals, including effective visual components in formal documents, and completing "Research Evaluation and Utilization Reports", which include recommendations for evidence-based practice in particular settings.

HCA 440 Clinical Financial Management

This course will expand beyond basic fundamentals of financial issues and provide students with knowledge and skills related to the management of clinical finances. Topics include coding of services, health insurance practices and reimbursement, patient billing and follow up, as well as the evaluation and monitoring of financial practices.

HCA 450 Applied Business Ethics in Healthcare

This course will provide students with an understanding of ethical issues that arise in the healthcare setting. Students will obtain knowledge regarding the framework used for decision making among ethics committees, the importance of organizational integrity, and ways in which to identify critical issues. Upon completion of this course, students will have the ability to recognize ethical dilemmas and understand the role of healthcare management in these situations.

HCA 465 Survey of US Healthcare Systems

Healthcare professionals need to have an understanding of the interaction of U.S. healthcare policies and public health science to be able to act as change agents in their professions. How do health professionals access this information, analyze and react in ways that will improve the health and wellness of their patients? This course will inform and ask the student to respond to the dynamic area of U.S. healthcare systems.