



School of Nursing and Health Professions Syllabus



Term: Credit: 3CR

Instructor:

Course Code: HLT 205

Office Hours:

Title of Course: Health Services
Administration

Office Location:

Email:

Days & Times:

Phone:

Location:

Prerequisites/ Corequisites:

COURSE DESCRIPTION:

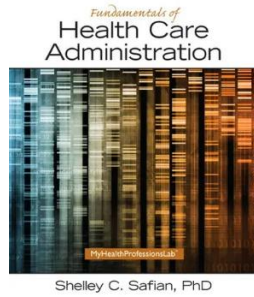
This is a comprehensive course that encompasses the scope of responsibilities of administering a health care unit or facility. The theoretical basis for health systems as well as the overall planning, organizing, managing, evaluating systems and policy issues are discussed.

COURSE OBJECTIVES:

1. Describe the roles and responsibilities of a health service-administrator.
2. Evaluate the impact of a facility's ability to provide services needed by either patient or client population.
3. Identify gaps in departmental budgets and determine funding sources.
4. Review regulatory mandates regarding quality-of-care requirements.
5. Describe the impact of an organization for failure to comply with State or Federal laws that govern safety.
6. Determine the ways that technology is or can be used to make healthcare environments more efficient.
7. Assess the types of crises that can occur and their potential impact on a healthcare facility.

Lab/Clinical: none

TEXTBOOK REQUIRED: Safian, Shelly C. Fundamentals of Health Care Administration. Pearson Education Inc. New York, NY. ISBN-13: 9780133372977



EVALUATION METHODS:

Quizzes (3)	20%
Individual Case Study	30%
Group Case Studies presentations	20%
Term Paper	20%
Active participation	10%

WEEKLY OUTLINE:

Week	Topic	Learning Outcomes (L.O)
1	Rules and responsibilities of the healthcare administrator; types of facilities and services provided	SLO 1, 2
2 & 3	Financing the provision of care; basic budgeting; sources of funding	SLO 3
4 & 5	Quality of care; performance improvement; utilization review	SLO 4
6 & 7	Workplace safety; food safety; OSHA, TJC	SLO 5
8 & 9	Compliance planning; risk management	SLO 5
10	Strategic Planning	SLO 1&2
11	Using technology; Electronic Medical Record (EMR)	SLO 6
12	Crisis Management	SLO 7
13	Legal and Ethical Issues	SLO 5
14	Fraud and Abuse Medicare, Medicaid, Private Ins.	SLO 1&5
15	Review, summary and Final Exam	SLO 1&5

HCCC POLICIES, STATEMENTS, AND SERVICES:

<https://www.hccc.edu/administration/academic-affairs/syllabus-addendum.html>