

# HEALTH ADMINISTRATION (HA) - UNDERGRADUATE COURSES

## **HA-101 - Introduction to Health Care (3 cr)**

The health industry involves a battery of practitioners, with an elaborate network of specialized knowledge, rapidly advancing technologies, techniques, therapies, and management diverse in their organization and modes of delivery. This course provides a general overview of the United States health care industry its policy makers, values and priorities. Major influences in the continuing growth and change of the American health care delivery system are examined, along with the important legislative, political, economic factors. The effects of medical education, scientific advances, rising costs, changing population demographics, and American values and assumptions regarding health care are also addressed.

## **HA-103 - Introduction to Clinical Professions (3 cr)**

This course is designed to familiarize the student with various clinical careers in the health care professions, including, but not limited to nursing, diagnostic medical sonography, surgical technology, and medical assisting. The goal of this course is to lay the foundation to provide the student with the basic skills to become educated, competent, caring, and compassionate clinical professionals who communicate and collaborate effectively with patients and colleagues. Exercises will be focused on the development of problem solving and clinical reasoning skills and the development of lifetime learning habits. This course will include interactive lectures, case based instruction, and simulations designed to expose the student to practical applications. Guest presenters with expertise in the respective areas will share their knowledge and experiences, as well as trends and future innovations in their field. This course will include Healthcare Provider/AED CPR training. Upon successful completion and passing of the American Heart Association written CPR exam and skill section, the student will receive a CPR certification card.

## **HA-106 - Introduction to Contemporary Health Issues (3 cr)**

This introductory study of health issues facing communities in the United States increases student knowledge and awareness of basic health information, the wellness concept, healthy lifestyle choices, and accepting personal responsibility for achieving optimal health. The course emphasizes issues such as stress-management, mental and nutritional health and wellness, substance use and abuse, infectious and noninfectious diseases, as well as environmental and consumer health.

## **HA-135 - Introduction to Health Informatics (3 cr)**

This course introduces students to information technology, computers, computer networks, and their application in the health care industry. Students gain a sound but basic understanding of information technology in health care, how computers and information systems are incorporated into health care facilities, how communications systems can help boost productivity, and how the internet can influence the workplace. The course offers health care and technology professionals an understanding of the rapidly evolving field of Health Informatics and its integral role in the health care industry.

## **HA-140 - Introduction to Medical Coding (3 cr)**

This course will provide students with an overview of the historical development of medical nomenclature and classification systems including ICD-9-CM and CPT coding. This course concentrates on the coding of diseases, operative procedures, and abstracting clinical diagnostic data from medical information.

*Prerequisite:* HC-126

## **HA-185 - Introduction to Medical Spanish (3 cr)**

This course provides students with the ability to engage in basic Spanish conversation with patients and their family members in a variety of health care settings. The course offers the essential tools, enabling health care providers to communicate medical terminology, phrases, and questions to conduct patient interviews, physical exams, and record medical histories. Students also learn important cultural aspects of the various Spanish-speaking communities to understand the diversity of views on health care.

*Prerequisite:* HC-126

## **HA-240 - Medical Office Insurance and Billing Procedures (3 cr)**

This course introduces students to health insurance claims processes and billing procedures. Students learn to: abstract patient records; accurately code all diagnoses, procedures, and services using ICD10 for diagnoses and CPT codes; apply knowledge of insurance rules and regulations for major insurance programs; operate the bookkeeping software; accurately post charges, payments and adjustments to patient accounts; and review insurance payments and explanation-of-benefits forms.

*Prerequisite:* HA-140

## **HA-245 - Electronic Health Records (3 cr)**

This course equips health care and technology professionals with practical, comprehensive knowledge of electronic health records, including their adoption, implementation, function and use in various health care settings.

*Prerequisite:* HA-101 or HA-106 or DS-101

## **HA-280 - Intermediate Medical Coding (3 cr)**

This course focuses on more advanced level of coding of the diseases and operative procedures, abstracting clinical diagnostic data from medical information, and coding of procedures and services rendered in both inpatient and outpatient settings to the highest level of specificity.

*Prerequisite:* HA-140 or HC-180

## **HA-290 - Medical Administration Internship I (3 cr)**

This internship provides undergraduate students with the opportunity to work in a supervised, administrative setting in a health care facility. Students gain experience in an approved health care delivery setting under the direct supervision of medical office personnel. Students observe the daily routines and procedures of the medical setting and apply knowledge and skills acquired in the classroom by participating in basic administrative functions and procedures. Approved internship settings may include acute care hospitals, managed care organizations, long-term care facilities, and community health centers. *Prerequisite:* Sophomore standing.

**HA-291 - Medical Administration Internship II (3 cr)**

This internship course provides undergraduate students with the opportunity to work in a supervised, administrative setting in a health care facility. Students gain experience in an approved health care delivery setting under the direct supervision of medical office personnel. Students observe the daily routines and procedures of the medical setting and apply knowledge and skills acquired in the classroom by participating in administrative functions and procedures. Examples of approved internship settings include acute care hospitals, managed care organizations, long-term care facilities, and community health centers.

*Prerequisite:* HA-290

**HA-295 - Concepts of Managed Care (3 cr)**

This course offers an in-depth analysis of the nature and operations of managed care systems in the United States. Students discuss the purpose and implementation of various plans and how they function. Students also analyze provider, manager, and consumer perspectives, as well as the integration of health care delivery systems and the resulting financial implications.

*Prerequisite:* HA-101 or HA-106; and HC-126

**HA-301 - Management in Healthcare I (3 cr)**

This course explores the fundamental concepts of management theory and examines the organizational structure of the health care delivery system and administrative processes such as planning, problem-solving, decision-making, and quality productivity improvement. The course focuses on major issues and problem areas confronting health service administrators. This course also surveys topics covered in higher level courses and describes the broader environment in which individual services are grounded.

*Prerequisite:* HC-126 ; and HA-101 or HA-106 or DS-101

**HA-310 - The Continuum of Care (3 cr)**

This course provides a comprehensive overview of alternative health care delivery with a focus on long-term care. Students learn the operating characteristics of health care systems designed for seniors, children, mental health patients, veterans, and rehabilitation patients. This encompasses the provision of care via nursing facilities, home health agencies, hospices, and assisted living facilities.

*Prerequisite:* Take HA-101 or HA-106

**HA-311 - Occupational Health and Safety (3 cr)**

This course covers the major concepts and issues in occupational health and safety with special emphasis on the strategies for identifying and removing barriers that affect health and work performance. This class will cover the basics of a company safety and health program and the minimum requirements under Federal OSHA and State OSHA. The course will also focus on the techniques, administrative practices and costs that are required to initiate and maintain programs and procedures that are aimed at reducing work related injuries, illnesses and discomforts. This course also covers Occupational Safety and Health Administration (OSHA) safety guidelines including electrical, chemical, and hazardous material safety. Ergonomic considerations to include repetitive motion, plant layout, and machine design. Industrial safety awareness, accident cost and prevention, and workman's compensation issues will also be discussed.

*Prerequisite:* HA-301

**HA-315 - Cultural Competency in Health Care (3 cr)**

This course focuses on how to effectively provide cross-cultural services and develop an awareness of the biases and prejudices that can hamper communication, compliance, and outcomes in the health care industry. Students explore some of the critical issues in working with culturally diverse populations, and are trained to develop a higher level of cultural competency.

*Prerequisite:* HA-101 or HA-106

**HA-320 - Advanced Medical Coding (3 cr)**

This course is a continuation of the Intermediate Medical Coding course. It offers further examination of the ICD-10 and CPT coding conventions, along with their applications pertaining to the coding of diseases, operative and other procedures are presented. Students explore principles of inpatient and outpatient settings to obtain the highest level of coding accuracy, speed, and specificity.

*Prerequisite:* HA-280

**HA-330 - Ethical and Legal Issues in Health Care (3 cr)**

This course focuses on the legal, moral, ethical, and social behaviors of those who participate in the provision of health care. Students gain a working and applicable knowledge of issues such as confidentiality, scope of practice, informed consent, defamation, reproductive issues, end-of-life care, and allocation of health care resources. Students are expected to engage in the active exchange of ideas and critical thinking processes.

*Prerequisite:* HA-301

**HA-390 - Health Services Administration Internship I (3 cr)**

This internship provides undergraduate students with the opportunity to work in a supervised, administrative setting in a health care facility. Students gain experience in an approved health care delivery setting under the direct supervision of a site supervisor. Students observe and participate in basic administrative and clinical office procedures, as well as perform tasks and apply skills learned in the classroom. Internships sites include acute care hospitals, managed care organizations, long-term care facilities, and community health centers. *Prerequisite:* Senior standing.

*Designation:* Field Experience

**HA-391 - Health Services Administration Internship II (3 cr)**

This internship provides undergraduate students with the opportunity to work in a supervised, administrative setting in a health care facility. Students gain experience in an approved health care delivery setting under the direct supervision of a site supervisor. Students observe and participate in basic administrative and clinical office procedures, as well as perform tasks and apply skills learned in the classroom. Internships sites include acute care hospitals, managed care organizations, long-term care facilities, and community health centers.

*Prerequisite:* HA-390

**HA-395 - Corporate Internship in Health Services Administration (6 cr)**

This internship provides students with the opportunity to apply skills learned in the classroom within their discipline to a corporate experience. The experience allows students to prepare for their chosen profession by gaining practical experience while being immersed in a corporate setting. Students are required to complete 320 hours at the corporate internship setting. Junior standing.

**HA-435 - Performance Improvement in Health Care (3 cr)**

This course focuses on the management of quality indicators in various health care disciplines. It is an interdisciplinary course that provides health professionals with the tools they need to implement quality measures and assess outcomes in their health care institution. This course provides the theoretical framework and evolution of modern quality and performance improvement methods.

*Prerequisite:* HA-301

**HA-440 - Health Care Finance (3 cr)**

This course examines the major financial issues related to health care services, such as budgeting, cost containment, reimbursement policies, and financial strategies.

*Prerequisite:* HA-301 and AC-161

**HA-470 - Research Methodologies in Health Care (3 cr)**

This course provides students of Health Services Administration and Public Health with an introduction to scientific research methodologies in health care. Students learn the basics of defining research problems, designing and testing hypotheses, conducting literature reviews, developing procedures, designing surveys, and analyzing data. The course emphasizes applied health care research to help serve the local community. Senior Standing.

*Prerequisite:* MA-135