A. **TITLE:** Health Care Facility Administration

B. **COURSE NUMBER:** HSMB 307

C. **CREDIT HOURS:** 3

D. **WRITING INTENSIVE COURSE (OPTIONAL):**

E. **COURSE LENGTH:** 15 weeks

F. **SEMESTER(S) OFFERED:** Spring

G. **HOURS OF LECTURE:** 3 lecture hours

H. **CATALOG DESCRIPTION:**
The course explores the overall responsibilities of an administrator in contemporary health care facilities. These responsibilities involve planning, implementation, and other management skills. To contribute to the achievement of these skills, along with a greater knowledge of health operations, the course examines health care organizational structures, operational aspects of clinical and non-clinical departments, delivery and finance system issues, quality improvement, strategic planning, decision-making, evaluation, and other administrative related topics.

I. **PRE-REQUISITES/CO-COURSES:**
Completion of the HSMB 304 - U.S. Health Care System course or permission of instructor.

J. **GOALS (STUDENT LEARNING OUTCOMES):** By the end of this course, the student will:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
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<tbody>
<tr>
<td>1. Examine the framework in which health care services are produced, coordinated, consumed, reimbursed, and evaluated and the instrumental role of administrators in this framework.</td>
<td>2. Crit. Thinking 3. Prof. Competence</td>
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<td>2. Analyze operational aspects in managing health care facilities, including the impact of delivery and finance system issues on operations.</td>
<td>2. Crit. Thinking 3. Prof. Competence</td>
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<tr>
<td>3. Compare the role interactions of the medical staff, governing authority, and employees and managers in the health care organization, including the problem-solving</td>
<td>2. Crit. Thinking 3. Prof. Competence</td>
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</tbody>
</table>
Complexities that are encountered among these various parties.

| 4. Analyze the origins, uses, and maintenance of the various resources that are vital to the success of the health care organization, and the role of administrators in these endeavors. | 1. Communication  
2. Crit. Thinking  
3. Prof. Competence |
|---|---|
| 5. Evaluate methods of strategic planning, decision-making, and evaluation in health care facility administration. | 1. Crit. Thinking  
3. Prof. Competence |

**K. TEXTS:**


**M. EQUIPMENT:**

**N. GRADING METHOD:** A-F

**O. MEASUREMENT CRITERIA/METHODS:** Assignments, discussions, and quizzes will be used to measure attainment of course objectives.

**P. DETAILED TOPICAL OUTLINE:**
1. International Health Care
   - outcomes and provision of care
   - comparison of U.S. healthcare system to other models

2. Organization and Management
   - growth in the industry
   - services provided
   - organization
   - administration-physician ties

3. Legal Implications
   - legal structure of healthcare delivery system
   - federal statutes that affect healthcare delivery

4. Department Operations
   - services provided by hospitals
   - organizational structure
   - management roles
5. Clinical Information Services
   - interdepartmental relationships
   - patient record
   - functions of the clinical information system

6. Reimbursement
   - inpatient reimbursement
   - medicare prospective payment system
   - outpatient reimbursement

7. Strategic Planning
   - role of the administrator
   - identification of organizational stakeholders
   - formulation and strategy implementation

8. Multi-Provider Systems
   - development
   - vertical and horizontal integration
   - future trends

9. Ethical Considerations
   - applicable laws and regulations
   - standards of ethical behavior

10. Financing Health Care
    - equity financing
    - legal issues

11. Health Care Information Systems
    - impact of automation
    - computer based patient record
    - future trends

12. Human Resources Management
    - functions and responsibilities
    - labor law as it applies to healthcare

13 Bioterrorism Preparedness
    - preparing for public issues
    - preparing for healthcare delivery issues

14. Marketing Health Care
    - marketing mission and objectives
    - competition, demand, consumer choice
Q. **LABORATORY OUTLINE:** None