

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

**COURSE NUMBER – COURSE NAME
HSMB 307 – Health Care Facility Administration**

Created by: M. Fiacco

Updated by:

School of Business and Liberal Arts

Department: Business

Semester/Year: Fall 2019

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

B. **COURSE NUMBER:** HSMB 307

C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

Credit Hours: 3

Lecture Hours: 3 per week

Lab Hours: per week

Other: per week

Course Length: Weeks

D. **WRITING INTENSIVE COURSE:** Yes No

E. **GER CATEGORY:** None: Yes: GER
If course satisfies more than one: GER

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

G. **COURSE 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.

H. **PRE-REQUISITES:** None Yes If yes, list below:

HSMB 304 - U.S. Health Care System course or permission of instructor.

CO-REQUISITES: None Yes If yes, list below:

I. STUDENT LEARNING OUTCOMES: (see key below)

By the end of this course, the student will be able to:

<u>Course Student Learning Outcome</u> <u>[SLO]</u>	<u>Program Student Learning Outcome</u> <u>[PSLO]</u>	<u>GER</u> <i>[If Applicable]</i>	<u>ISLO & SUBSETS</u>	
1. Describe the instrumental role of administrators at various levels of healthcare delivery.	Compare and contrast theories and practices of ethics and professionalism in the healthcare setting.		2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
2. Analyze operational aspects in managing health care facilities, including the impact of delivery and finance system issues on operations.	Demonstrate knowledge of strategic planning and decision making in the healthcare organization.		5-Ind, Prof, Disc, Know Skills ISLO ISLO	Subsets Subsets Subsets Subsets
3. Compare and contrast the roles of the medical staff, governing authority, and employees and managers in the health care organization, including the problem-solving complexities that are encountered among these various parties.	Compare and contrast governance, executive roles, marketing procedures, and value in managed care organizations.		2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
4. Evaluate methods of strategic planning, decision-making, and evaluation in health care facility administration.	Analyze alternative management solutions in healthcare related problems and challenges		2-Crit Think ISLO ISLO	IA Subsets Subsets Subsets
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KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

*Include program objectives if applicable. Please consult with Program Coordinator

J. **APPLIED LEARNING COMPONENT:** Yes No

If YES, select one or more of the following categories:

- | | |
|---|--|
| <input type="checkbox"/> Classroom/Lab | <input type="checkbox"/> Civic Engagement |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Creative Works/Senior Project |
| <input type="checkbox"/> Clinical Placement | <input type="checkbox"/> Research |
| <input type="checkbox"/> Practicum | <input type="checkbox"/> Entrepreneurship |
| <input type="checkbox"/> Service Learning | (program, class, project) |
| <input type="checkbox"/> Community Service | |

K. **TEXTS:**

Shi, L. & Singh, D. A. Delivering Healthcare in America: A Systems Approach, 7th, Jones and Bartlett, 2015

L. **REFERENCES:**

John R. Griffith, Kenneth R. White, The Well-Managed Healthcare Organization, 5th ED, 2002

M. **EQUIPMENT:** None Needed:

N. **GRADING METHOD:**

A -F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Assignments, discussions, and quizzes will be used to measure attainment of course objectives.

P. **DETAILED COURSE 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

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 Yes