

HSA-HEALTH SERVICES ADMIN

HSA 1100 Healthcare Delivery Systems (3 Credits)

Students examine the U.S. health delivery systems and its components. The focus of this course is on the current and potential future health services systems and their components. In addition, common leadership and management models/theories, communication styles, use of technologies in health care and documentation of patient/family/community health problems, the developing electronic health record, and impact of culture on the components of the system and on health care providers-patients/families/healthcare provider interactions are discussed.

Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing.

HSA 1102 Issues and Trends in Health Care (3 Credits)

The course is designed for the organized presentation of current issues within the health care system. Emphasis focuses on diverse areas of health and is appropriate for persons directly or indirectly involved in the provision of health care or health education.

Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing.

HSA 1380 Healthcare Quality Management (3 Credits)

This course explores initiatives aimed at enhancing the quality and efficiency of the healthcare system. Topics include strategies for reducing medical errors, improving medical record management, utilization review, and models for continuous quality improvement in physician-patient interactions.

Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing.

HSA 2001 Interprofessional Team-Based Health Care (3 Credits)

This course introduces the student to interprofessional health care communication and collaboration. Best practices are emphasized for team formation, role recognition and diversity in roles, effective communication strategies, and patient care. This course discusses how the following affect patient care outcomes and quality of care received.

Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing.

HSA 2182 Health Services Management Concepts (3 Credits)

Leadership in health information services in any setting and medical practice administration, along with best practices in managing health information and medical office processes will be taught. The use of tools, techniques and strategies to assess and improve performance, manage risk and manage utilization will be explored. Compliance with labor laws and HIPAA rules will be studied.

Prerequisite: C or higher in HSA 1100 and HIM 1273

HSA 2322 Health Insurance and Payment Systems (3 Credits)

This course introduces students to standard medical billing procedures, the healthcare insurance landscape, legal and regulatory considerations, and differences in reimbursement methods. Students will gain an understanding of key billing principles, including accurate claim form completion, submission and payment processing, and the follow-up procedures to ensure proper reimbursement.

Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing.

HSA 2940 Internship: Health Services Management (1-3 Credits)

This course is a work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experiences related to their career objectives. This course is intended to be taken in the last semester of the Medical Office Management certificate program or the Health Services Management AS degree. Individual objectives will be developed. This course also helps prepare students to take the Professional Association of Health Care Office Managers (PAHCOM), certified medical manager – academic (CMM-A) exam if they choose to do so. This internship requires 50 hours of work per credit hour in a medical or health services office/department. Refer to the Internship Handbook for additional information.

Prerequisite: C or higher in HSA 1100 and HSA 2182

HSA 3170 Healthcare Revenue Cycle Management (3 Credits)

This course covers the process of how to lead revenue cycle management (RCM) processes for public and private payer sources along the continuum of care including contractual components, compliance, health insurance, reimbursement models, value-based managed care, documentation integrity, and other current trends impacting revenue in healthcare facilities and medical practices. It will equip students to take an active role in RCM in the front-end, middle, and back-end processes.

Prerequisite: Admission to the BAS in Leadership Program.

HSA 3502 Healthcare Risk Management (3 Credits)

This course focuses on the integration of theories, concepts and principles relevant to healthcare risk management. Current trends and issues in healthcare risk management systems will be examined. Students apply evidence-based knowledge to design, analyze, implement and manage healthcare risk management systems. Prerequisite: Admission to the BAS in Leadership Program.

HSA 4184 Leadership & Management in Healthcare Organizations (3 Credits)

This course focuses on the theories, concepts and principles of leadership with emphasis on leading people and managing processes in the dynamic and complex healthcare environment including healthcare facilities and medical practices. Prerequisite: Admission to the BAS in Leadership Program.

HSA 4383 Quality and Performance Improvement in Healthcare (3 Credits)

This course explores the management of continuous quality improvement required for licensure and accreditation in any healthcare organization. The role of leadership in ensuring that the quality of care and services meets the expectations of patients, healthcare professionals, the general public, regulatory, and accrediting bodies, payers, and other stakeholders is examined. Application of quality management tools and data quality monitoring programs will be explored. Prerequisite: Admission to the BAS in Leadership Program.

HSA 4940 Internship in Health Services Administration (3 Credits)

Students will develop knowledge and skills through practical experience. Students working in a participating organization, upon approval of the Program Director (or their designee), are required to complete 50 hours per credit hour at the work site in addition to completing course requirements and milestones.

Prerequisite: C or higher in MAN 3240, MAN 4303, LDR 3371, GEB 3452, MAR 3802, FIN 3400 and consent of the Program Director.

Corequisite: MAN 4301