

Health Care Management Plan of Study

HCM I: Fundamentals of Health Care Management

This comprehensive course offers an overview of management theory and practices for those with increasing managerial responsibility. Topics include team building, professional staff management, CQI/TQM (to include customer service excellence and definition of quality and quality assurance), organizational structure, program planning, cost control, financial management, budget, and the roles of hospital and community boards, medical staff, and government agencies in the policy making process.

HCM II: Financial Management of Health Care Facilities

This course examines the basic concepts of financial management and accounting as they apply to practical hospital management. Topics include reimbursement practices, alternative revenue sources, capital versus operating expenses, cost control, basic accounting principles, billing and collections, third party reimbursement, budgeting, and quality health care versus cost containment.

HCM III: Health Care Human Resource Management

This course addresses the utilization, management, and supervision of human resources from an operational, rather than a personnel administration, perspective. Topics include the operational evaluation of work performance, team building and team problem solving, labor relations and collective bargaining, disciplinary actions and appeal procedures, compensation and employee benefits, and safety and health.

HCM IV: Legal Aspects of Health Care

This course explores the principles of law and administrative regulations as they apply to health care agencies, institutions, and organizations. Topics include the legal rights and duties of both patients and providers of health care, health care liability (risk management), privacy and confidentiality, malpractice and negligence, and issues concerning the "right to die".

HCM V: Health Care Management Information Systems

This course provides a basic understanding of computer systems, decision support systems, and procedures involved in system development. Other topics include the analysis of health information needs and the development of appropriate information systems, which are key tools in providing care for patients, in operating efficient health care delivery systems, and in overseeing financial management of billing and collections systems.