

Course Syllabus
PADM 6530 – Topics in Administration of Health and Human Services Programs
College of Public Service and Urban Affairs
Tennessee State University
Avon Williams Bldg

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Spring, 2008
Saturdays, 8:00a.m.-2:10p.m.
Jan 26, Feb 9, 23 March 1, 22 April 5, 19

I. Course Description

This seminar examines selected topics in administration in the health care sector. The course examines broad contemporary topics as well as traditional and routine management information systems employed in the health care sector. The focus is on organized delivery systems, particularly the role of the hospital as the center piece of the health care environment.

II. Prerequisites

- o Students are expected to have a working knowledge of organizational and management principles acquired either through experience within the business world, public sector, or through the completion of appropriate academic courses.
- o Effective communication skills at a level expected of those who have earned a bachelor's degree.

III. Learning Outcomes

The objective of the course is to give students an in-depth understanding of health care management information systems, financing, modes of health care delivery, quality measures, and other topics. At the conclusion of this course, the student should have:

- An understanding of the U.S. health care delivery system, including the major public and private health care programs
- Knowledge of the public and private decision making processes for determining insurance coverage and payment of health care services
- Knowledge of the quality assurance and improvement measures employed in the health care system
- An appreciation for the importance of uniform billing, coding, and data collection systems
- An understanding of the impact of health care technology on the cost and delivery of health care services.

IV. Course Methodology and Policy

This course uses a seminar format to facilitate the exchange of ideas on selected topics. The course topics will be conveyed through lectures, films, student presentations, and group discussions. Each student will be required to make oral presentation and to lead class discussions on assigned readings. Students are encouraged to participate extensively, to ask questions, express your opinions, and to challenge ideas and concepts. My teaching methodology attempts to tap the experience of students to emphasize the practical application of theories in the “real world.” Also, I emphasize critical thinking, problem solving, and reasoning over memorization. The intent is to provide students with a practical understanding of management and human behavior by relating course materials to acquired experience in health care organizations.

V. Required Text Books and Instructional Materials

One required textbook has been adopted for this course. For your convenience, the book is available through the TSU Book Store. Both new and used copies of the book are available. Other sources for the book include various on-line and discount book vendors.

- o Lawrence F. Wolper, Health Care Administration, Planning, Implementing, and Managing Organized Delivery Systems, 4th Edition, Jones and Bartlett Publishers: Boston, ISBN 0-7637-3144-7: 2004.
- o Suggested Supplemental Readings: Articles, case studies, newspaper clippings, and other materials will be provided or suggested by the instructor to enhance your understanding of the course work.

VI. Assignments Percent of Grade

1.	Examination # 1	30 %
2.	Examination # 2	30 %
3.	Examination # 3	30 %
4.	Presentation(s)	10 %

Grading Scale:	90 -100 = A	70-79 = C
	80 - 89 = B	60 -69 = D
	Below 60 = F	

The final grade is based on your accumulative average for all assignments. Sample grade calculation:

Examination # 1	78 x 30 % = 23.4
Examination # 2	95 x 30 % = 28.5
Examination # 3	82 x 30 % = 24.6
Presentation(s)	97 x 10 % = 9.7
Total	86.2 = B

1. Presentation(s) / Class Participation – A separate document will be provided that gives guidance on the preparation and delivery of class presentations. Each student’s course participation grade will also be based on the instructor’s assessment of the quality of their contribution to the learning experiences of all course participants. A high participation grade may be earned by asking text-informed questions about the topic under class discussion. Simply attending classes will not earn participation credit. Exchanges will be orderly, cooperative, and informed.
2. Examinations - Three (3) examinations are scheduled, one at the conclusion of each major course component. The examinations will cover all course material and assigned readings during their respective periods. Please note that the examinations may include assigned readings that have not been specifically discussed during class. Students with an unexcused absence from a scheduled examination may be subject to a 5% grade penalty on the examination.
3. Attendance - Students are expected to attend class on a regular basis. Please notify the instructor if you expect to be absent from class. According to the University’s policy, students who do not regularly attend class or stop attending class will be assigned a final grade of “F” or “W” (unofficial withdrawal).

VII. Honor Code

In order to promote a stronger sense of mutual responsibility, respect, trust, and fairness among all in the class, and with the desire for greater academic and personal achievement, the following Code of Honor is offered. The Honor Code specifically prohibits:

1. Cheating - The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students. This may be accomplished by any means what-so-ever, including, but not limited to, theft, copying from another student, and the unauthorized use of study aids, memoranda, books, data, or other information.
2. Plagiarism - Presenting, as one's own the words, the work, or the opinions of someone else without proper acknowledgment.
3. Lying - The willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement relating to academic work.
4. Stealing - The taking or appropriating, without the right or permission to do so, of academic or personal possessions with the intent to keep or to make use of wrongfully.

Schedule of Discussion Topics and Assignments

Note: The following is the general sequence of events for each class session. This schedule is flexible and will be altered as necessary to enhance the learning experience.

<u>Date</u>	<u>Lecture Topics & Discussions</u>
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January 26, 2008	Syllabus Review Class Introductions Course Overview Lecture: Overview of the U.S. Health Care System
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February 9	Lecture: Introduction to Federal Government Health Programs “ The Rising Cost of Health Care, What are the Issues?”
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Student Presentations:

Chapter 1 – International Health Care: a 12-Century Comparison
Chapter 2 – Organized Delivery Systems
Chapter 3 – Legal Implications of Business Arrangements in the Healthcare Industry
Chapter 4 – Stakeholder Management, Strategies and Styles
Chapter 5 – Financial management of Organized Health Care Delivery Systems

February 23	Lecture: Paths to Health Insurance Coverage and Payment “ Uniform Health Care Billing, Coding, and Data Collection”
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Student Presentations:

Chapter 6 – Human Resources Management in Organized Delivery Systems
Chapter 7 – Labor and employment Laws applicable to Organized Delivery Systems
Chapter 8 – The Management of Nursing Services
Chapter 9 – Planning Healthcare Facilities and Managing the Development Process
Chapter 10 – financing of Healthcare Facilities

March 1, 2008	Lecture: Measuring Quality in the Health Care
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Student Presentations:

Chapter 25 – Quality Assurance and Improvement
Chapter 11 – Marketing Healthcare Services

