

(Concurrent registration in 4330 acceptable).

- 4350 Survey of Neurogenic Communication Disorders. (3-0)  
This course provides an introduction to acquired speech, language, cognitive and swallowing disorders resulting from brain injury. Basic neuroanatomy and physiology are reviewed, followed by discussion of the etiology, diagnosis, treatment, and prognosis of these disorders. Emphasis is placed on aphasia, dysarthria, apraxia of speech, right hemisphere syndrome, traumatic brain injury, dementia, and dysphagia. Prerequisite: CDIS 3312.
- 4370 Aural Rehabilitation. (3-0) Principles and procedures in the habilitation and rehabilitation of hearing impaired children and adults. Prerequisites: CDIS 4420. (MC) (WI)
- 4420 Introduction to Audiology. (3-2) Relates anatomy and physiology of the auditory system and the science of acoustics to the study of normal and pathological auditory function. Laboratory experience in administration and interpretation of audiological tests. Discussion of professional opportunities in the field of audiology and provision of audiological service to special populations. Prerequisite: CDIS 3469. (MC)
- 4466 Clinical Management of Language Disorders. (4-2) Study of principles and procedures for the identification, description, assessment and remediation of language disorders in infants, children, and adolescents. Students will observe demonstrations of assessment procedures and types of language disorders within the context of clinical procedures. Describing observed behaviors and analyzing language samples will be emphasized. Prerequisite: CDIS 4330.

# School of Health Administration

Health Professions Building 250  
T: 512.245.3494 F: 512.245.8712  
[www.health.txstate.edu/HA](http://www.health.txstate.edu/HA)

## DEGREE PROGRAM OFFERED

Bachelor of Healthcare Administration (BHA), major in Healthcare Administration

## MINOR OFFERED

Healthcare Administration

The Healthcare Administration major integrates healthcare management theory and practice, and prepares graduates to assume entry to mid-level management positions in a variety of healthcare settings. These settings include health maintenance organizations (HMO's), physician group practice, hospitals, insurance companies, clinics, and medical offices. Healthcare administrators manage employees, prepare and maintain budgets, procure resources and perform other administrative functions so that the clinical professionals can provide their services. The major is certified by the Association of University Programs in Health Administration.

## Admission

Any student in Texas State may declare Pre-Healthcare Administration as the major. To declare Pre-Healthcare Administration as a major, contact the School Administrative Assistant and schedule an appointment with the BHA Director.

Admission to the Healthcare Administration program is competitive with a limited number of applicants accepted to each class. In addition to the minimum criteria for program consideration, applicants to the BHA program are required to have an interview with the BHA Program Director. BHA applicants meeting the minimum criteria listed below will be considered for program admission:

- Successful completion of all general education core and support courses with a "C" or better in the following courses: MATH 1315 or an equivalent, ECO 2301 or 2314, HP 3325 or an equivalent, and HA 3308.
- Texas State GPA of 2.75 or higher.
- Completion of the GSP (grammar, spelling, and punctuation) test with a passing score (70% or higher). Applicants are allowed to take the GSP a maximum of three times.

The application packet to the BHA program should be submitted by the posted deadline and include:

- BHA Application
- Interview Sheet signed by the BHA Program Director
- Copy of GSP test results (supplied to you by HA)

## Progression and Repeat Course Policy

BHA majors are required to take courses in a prescribed sequence and are required to successfully complete with a grade of "C" or better.

- All 3000-level courses before enrolling in any 4000-level courses.
- All 4000-level courses before enrolling in field placement. In addition, all BHA majors are required to pass an EXIT exam administered in HA 4141 before enrolling in field placement.

BHA majors are required to make a "C" or better in all HA courses and are allowed to repeat each HA course once, and only once, to improve their grade. In the event that BHA majors do not make a "C" or better when repeating a course, they will be suspended from the major. BHA majors suspended from the BHA program have a right of appeal and should contact the BHA Director.

## Graduation

To graduate with a BHA degree, a student must:

- a. Complete all required courses.
- b. Have a grade of "C" or better in each HA course.
- c. Have a 2.00 Texas State GPA or better and 2.25 HA GPA or better.
- d. Have met University residence requirements.
- e. Pass an EXIT exam administered in HA 4141.

## Liability Insurance

- Students who participate in the field placement portion of the Healthcare Administration program are required to purchase liability insurance or demonstrate proof they are insured.

- Students may obtain information on liability insurance from the school office.

take certain immunizations before the student can be placed in a clinical or **residency** assignment. Information on these requirements and forms to be supplied may be obtained through the school office.

### Immunization Requirements

It is a policy of the College of Health Professions that each student must provide a Health Report completed by a physician, and must

Bachelor of Healthcare Administration (BHA) Major in Healthcare Administration Minimum required: 120 semester hours							
General Requirements:							
1. A 2.75 Texas State GPA is required for program admission.							
2. Any student who did not complete at least two years of the same foreign language in high school is required to take 6-8 hours of the same foreign language.							
3. See Academic Services section of the catalog for course options that satisfy literature, natural science, and social science components.							
Freshman Year		Sophomore Year		Junior Year		Senior Year	
Course	Hr	Course	Hr	Course	Hr	Course	Hr
COMM 1310	3	ART, DAN, MU, or TH 2313	3	HA 3309, 3315, 3324, 3329 3375	15	HA 3345, 4305	6
ENG 1310, 1320	6	ECO 2301 or 2314	3	HA 3340, 3341, 3344, 3376, 4307	15	HA 4315, 4320, 4325	9
US 1100	1	ENG Literature	3			HA 4141	1
HIST 1310	3	HA 3308	3			HA 4848	8
MATH 1315	3	HIST 1320	3				
PHIL 1305 or 1320	3	HP 3325 or equivalent	3				
PFW two courses	2	CIS 1323 or CS 1308	3				
POSI 2310	3	POSI 2320	3				
Social Science Component	3	Electives/Minor	8				
Natural Science Component	7-8						
<b>Total</b>	<b>34-35</b>	<b>Total</b>	<b>32</b>	<b>Total</b>	<b>30</b>	<b>Total</b>	<b>24</b>

### Minor in Healthcare Administration

The Healthcare Administration minor is designed to complement the student's major with the objective of providing an introductory curriculum, which can assist the student in gaining employment in healthcare and healthcare related career fields. This objective can be achieved by: building on general education core foundations; offering scheduling flexibility for non-traditional students; introducing students to health services management functions through the mastery of certain skills including communication, decision-making, and coordination, unique to healthcare administration; and preparing students for graduate study. The minor requires 18 hours including a 9-hour core of required courses, HA 3308, 3324, and 4307, and 9 hours of electives chosen from HA 3309, 3315, 3329, 3340, 3341, 3344, 3375, and 3376. HA 3308 must be taken prior or concurrent with other HA courses.

### Courses in Healthcare Administration (HA)

- 3308 Healthcare Organization. (3-0) Overview of the healthcare system and the role hospitals have played and continue to play in the future. Analysis of organizational structure of a hospital and other healthcare agencies, administrative and management elements necessary for policy determination, decision making, and control to achieve institutional goals and objectives.
- 3309 Ethics in the Health Professions. (3-0) This course introduces the student to a sound foundation in well-established ethical theories and a familiarity with terms, concepts and issues in ethics as applied to the health professions. Also provides practical methods for proceeding from considered reflection to informed action in solving ethical problems.

- 3311 Independent Study in Healthcare Administration. (3-0) An in-depth study of a single topic or problem confronting the healthcare industry. This course affords the student an opportunity to focus on a topic/problem or group of related problems impacting healthcare managers. This course may be repeated for credit with a different emphasis.
- 3315 Healthcare Administration History, Culture, and Language. (3-0) An introduction to the historical and cultural development of modern healthcare administration in contemporary American society. Special attention is given to the mores of health services delivery including critiques and use of professional behavior and language. (MC)
- 3324 Supervisory Management for Healthcare Managers. (3-0) Introduction to the following functions of supervisory management: planning, organizing, staffing, influencing, and controlling; as well as the connective processes of decision-making, coordinating, and communicating in healthcare organizations. (WI)
- 3329 Human Resources in Healthcare Management. (3-0) Human resource management as applicable to the healthcare field. Human resource planning, staffing, job requirements, job descriptions, sources of labor supply, training and education programs, salary administration, employee communications, legal considerations, union-management relations.
- 3340 Management of Health Information Systems. (3-0) Provides an introduction to information systems for healthcare facilities and agencies. Covers determining what information is needed by whom; designing information flows, procurement of computer/telecommunication resources, assuring

- information security, and continuing management of information systems supporting healthcare delivery.
- 3341 **Training and Professional Development in Healthcare.** (3-0) This course examines the training and professional development processes as applied to the healthcare industry. Emphasis is placed on staff developments, need analysis, task analysis, development of training and continuing education programs for healthcare personnel. (WI)
- 3344 **Patient Care Management & Quality Improvement in Health Care Integrated Delivery Systems.** (3-0) This course is an introduction of integrated delivery systems and their operations. It includes an examination of patient care management and the patient experience. A framework for understanding healthcare quality efforts is also an integral part of the course.
- 3345 **Employment Law in Healthcare Management.** (3-0) Examines the legal aspects of healthcare human resource management. Each of the major federal and state enactments impacting human resource management will be studied in depth. Prerequisite: HA 3329.
- 3375 **Principles of Accounting for Healthcare Managers.** (3-0) Provides an introduction to accounting useful in healthcare facilities and agencies, and demonstrates the application of accounting principles and techniques in the healthcare field. Prerequisites: ECO 2301 or 2314 and HP 3325 or equivalent.
- 3376 **Financial Management for Healthcare Managers.** (3-0) A concentration in the fundamentals of healthcare financial management including the financial organization of non-profit facilities, sources of operating revenue, management of working capital, and the allocation, control and analysis of resources. Prerequisites: ECO 2301, HA 3375 or approval of instructor.
- 4121 **Problems in Healthcare Administration.** (1-0) In-depth study of a singular problem considered to be of immediate concern to the health care industry. Special emphasis is placed on problems unique to managers in the field of health administration. May be repeated with permission of department chair.
- 4141 **Healthcare Comprehensive Exam and Review.** (1-0) A course in which each of the respective faculty will review their portion of the comprehensive examination that all HA majors are required to successfully pass during their final semester of study. The comprehensive exam will be administered at the conclusion of the course.
- 4221 **Problems in Healthcare Administration.** (2-0) In-depth study of a narrow range of topics considered to be of immediate concern to the health care industry. Special emphasis on problems unique to managers in the field of health administration. May be repeated with permission of department chair.
- 4305 **Healthcare Services Marketing.** (3-0) The course applies the principles of services marketing to healthcare organizations. The course will present tools to identify and close the gaps that exist between customer expectation of services and the services provided and to ensure quality of health care.
- 4307 **Essentials of Healthcare Law.** (3-0) This course includes a review of the laws pertaining to healthcare institutions, physicians, and other healthcare workers who contribute to patient care. Tort and contract law are emphasized. The course addresses policy issues and ethics through topics like patient rights, reproduction, and end of life decisions.
- 4311 **Cost Accounting for Healthcare Organizations.** (3-0) A study of the cost accounting methods and techniques appropriate to the healthcare industry. The focus is on the control and measurement of costs, budgeting practices, and the generation of financial information to aid in supervisory and managerial decision making. Prerequisite: HA 3375.
- 4315 **Health Services Problem Solving and Decision Making.** (3-0) An introduction to methodologies used to seek solutions to health administration problems which affect technical and professional personnel. Designed to place emphasis on techniques most directly applicable to models of administration and management decision making.
- 4320 **Seminar in Healthcare Administration.** (3-0) Current trends and problems in health administration affecting health administration technical and professional personnel. Designed to place emphasis in selected areas of administration and management. Research paper and presentation is required of each student. (WI) (MC/MP)
- 4325 **Healthcare Strategic Management.** (3-0) This capstone class integrates accounting, finance, marketing, MIS, and organizational behavior in the creation of sustainable competitive advantage. Health care case studies will be used to illustrate key concepts.
- 4440 **Practicum Internship A.** (0-16) Students with specialization in management participate in a health services based practicum. Experiences in providing opportunities for observation, participation, and practical application of administrative or management skills in the institutional setting are required. Prerequisites: Must have a 2.25 major GPA and have completed all junior year major courses.
- 4441 **Practicum Internship B.** (0-16) Studies tailored to particular interests and needs of individual students. A variety of experiences may be used to enrich the program for students with special needs or demonstrated competencies. Prerequisite: Final semester of study.
- 4848 **Healthcare Administrative Residency.** (0-40) Designed for students who have limited or no previous background in healthcare management/administration. Includes rotation through selected major departments, culminating in a major project. Prerequisite: Final semester of study.

### **Courses in Health Professions (HP)**

- 2351 **Application of Computers in the Health Professions.** (2-1) An introduction to computer applications important to health care including both common and specialized medical software. Common computer applications are introduced using projects and data resources from a healthcare environment. Students also examine specialized medical applications such as the National Library of Medicine, healthcare Internet resources, and telemedicine.
- 3302 **Biostatistics.** (2-2) The course introduces major statistical concepts and procedures as applied to clinical science students with an emphasis on inferential statistics. Topics include: descriptive statistics, hypothesis testing, comparison statistics, relationship statistics, association statistics, and beginning epidemiological ratios. Students are introduced to major statistical packages. Prerequisite: MATH 1315 or 1319.

3325 Healthcare Statistics (3-0) The course introduces major statistical concepts and procedures as applied to healthcare administration students with an emphasis on descriptive statistics. Topics include: healthcare statistical terminology, descriptive statistics, hypothesis testing, comparison statistics, relationship statistics, and association statistics. Prerequisite: MATH 1315 or 1319.

# Department of Health Information Management

Health Professions Building 302  
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www.health.txstate.edu/HIM

## DEGREE PROGRAM OFFERED

Bachelor of Health Information Management (BSHIM), major in Health Information Management

## MINOR OFFERED

Health Information Management

## CERTIFICATE OFFERED

Health Information Privacy & Security

The Health Information Management major prepares students to work in the health information management profession which focuses on health care data and the management of health care information resources. The profession addresses the nature, structure, and translation of data into usable forms of information including the electronic health record for the advancement of health and health care of individuals and populations.

Health information management professionals collect, integrate, and analyze primary and secondary health care data, disseminate information and manage information resources, related to the research, planning, provision, and evaluation of health care services. HIM professionals are an integral part of the planning, implementing and utilization of electronic health record systems.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. Upon completion of the degree, graduates of the program are eligible to sit for the RHIA (Registered Health Information Administrator) examination offered by the American Health Information Management Association.

The BSHIM is offered in two formats—the traditional campus-based program and an on-line program. The Traditional Campus-Based Program is a two plus two program with completion of general education core curriculum and program prerequisite coursework during the first two years. Following application and acceptance into the program, the final two years consists of the professional coursework reinforced with professional practice experience assignments in hospitals and other health care related facilities and organizations. Application deadline is March 1.

The on-line Program is offered primarily for those who have already completed an associate degree in health information or other degree or have previous healthcare work experience. Academic advisement is required to determine eligibility and placement in this program. The courses for the program are offered via web-based instruction, independent study, and professional practice experience. Application deadline is March 1.

## Admission

Any student at Texas State University may declare Pre-Health Information Management as their major. To declare Pre-HIM as a major, contact the Department of Health Information Management to schedule an interview with the Department Chair. It is strongly recommended that students present themselves for academic advising with a HIM program advisor as soon as health information management has been selected as a major.

Admission Process for acceptance to the professional phase of the program to begin the 3000 and 4000 level coursework, students must:

1. Have completed the majority of the Core and other prerequisite coursework;
2. Have a minimum overall GPA of 2.50;
3. Be eligible for admission to Texas State. (University application deadlines are different than the HIM Program deadline. Potential program applicants are encouraged to complete the University process early to facilitate review of transcripts during the HIM Program application process.);
4. Submit HIM Program application by March 1 for consideration to begin the HIM coursework in the fall semester; and
5. Interview with the HIM Program Admissions Committee.

Advanced placement in the major coursework due to previous health information or related coursework and/or work experience will require a review of the student's credentials and transcripts. Because of course sequencing and the scheduling of clinical assignments, students who drop out of the program for one or more semesters will be required to reapply for admission and be re-interviewed by the admissions committee.

## Progression

BSHIM courses are to be taken in a published sequence. The HIM courses are offered in a lock-step sequence. Most courses are offered only once each academic year; therefore, progress in the program may be delayed if a student falls out of sequence due to failure to successfully complete the HIM courses with the required "C" or higher. Because of course sequencing and the scheduling of clinical assignments, students who drop out of the program for one or more semesters will be required to reapply for admission and be re-interviewed by the admissions committee for consideration to be allowed to continue in the program.

## Graduation

To graduate with a Bachelor of Science in Health Information Management, students must successfully complete all HIM courses with a "C" or higher. Graduating students must have attained a 2.0 or higher Texas State University GPA with a minimum of 2.25 GPA in the HIM major courses.