Graduate

HCE 600. ORGANIZATIONAL ETHICS AND HEALTH CARE COMPLIANCE (3). Addresses advanced concepts in organizational ethics and health care compliance including the dynamics of personal and professional values in relation to organizational behavior, and the integration of mission, organizational ethics and corporate regulatory compliance. Explores contemporary ethical issues in organizational ethics and health care compliance through applied case presentation, theory-based ethical analysis and ethical decision making in both individual and group contexts.

HCE 604. ETHICS FOR NURSE LEADERS (3). Examines ethical and moral reasoning relevant to professional nursing practice and health care delivery in today's society. Explores philosophical and faith-based foundations, including Catholic moral tradition, socio-cultural influences, professional codes, organizational and personal ethical norms. Ethical issues are examined with emphasis on advanced practice nursing, leadership roles and models of health care delivery. Introduces skills in analyzing ethical dilemmas and evaluating ethical practice using ethical theory, moral argument, and case studies.

HCE 650. MANAGING PATIENT SAFETY AND ORGANIZATIONAL RISK (3). Examines practical and ethical dimensions of patient care and organizational leadership within the context of patient safety and risk management. Introduces applicable concepts and tools in risk management and quality improvement. Topics include allocation of scarce resources, medical errors, vulnerable populations, informed consent, medical research, and disaster and emergency preparedness. The graduate component extends foundational knowledge through additional readings, case analysis, and/or applied project work. Cross listing: HCE 450.

HCE 709. HEALTH CARE ETHICS FOR PHYSICAL THERAPISTS (3). Examines ethical and moral reasoning processes in health care. Explores philosophical and faith-based foundations, including Catholic moral tradition, socio-cultural influences, professional codes, organizational and personal ethical norms. Ethical issues are examined with emphasis on leadership and the practice of physical therapy. Students analyze ethical dilemmas and evaluate ethical practice using ethical theory, moral argument, and case studies.

HCE 709A. HEALTH CARE ETHICS FOR PHYSICAL THERAPISTS (2). Examines ethical and moral reasoning processes in health care. Philosophical and faith-based foundations, including Catholic moral tradition, socio-cultural influences, professional codes, organizational and personal ethical norms are explored. Ethical issues are examined with emphasis on leadership and the practice of physical therapy. Students will analyze ethical dilemmas and evaluate ethical practice using ethical theory, moral argument, and case studies.

HCE 709B. HEALTH CARE ETHICS FOR PHYSICAL THERAPISTS (1). Examines ethical and moral reasoning processes in health care. Philosophical and faith-based foundations, including Catholic moral tradition, socio-cultural influences, professional codes, organizational and personal ethical norms are explored. Ethical issues are examined with emphasis on leadership and the practice of physical therapy. Students will analyze ethical dilemmas and evaluate ethical practice using ethical theory, moral argument, and case studies. Prerequisite: HCE 709A. Co-requisite: DPT 751.

HCE 709T. LEADERSHIP AND ETHICS FOR PHYSICAL THERAPISTS (3). Examines ethical and moral reasoning processes in health care. Explores philosophical and faith-based foundations, including Catholic moral tradition, socio-cultural influences, professional codes, organizational and personal ethical norms. Ethical issues are examined with emphasis on leadership and the practice of physical therapy. Students analyze ethical dilemmas and evaluate ethical practice using ethical theory, moral argument, and case studies.

DIVISION OF HEALTH SERVICES ADMINISTRATION

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

The Bachelor of Science in Health Care Administration (HCA) is offered through the Division of Health Services Administration.

The HCA Program combines liberal arts and an extensive professional core emphasizing the development of management and leadership skills for application in a variety of health care settings. The unique multi-disciplinary design of the curriculum places HCA students together with students from other health care disciplines in a combined classroom setting.

Health Care Administration offers a wide array of professional opportunities in many different health care settings including hospitals, clinics, managed care providers, long-term care facilities, insurance companies, commercial vendors, and government agencies.

ADMISSION

1. Students must submit an application to the program and pay the application fee. The application fee is waived for students accepted in transfer from Regis College or the College for Professional Studies.
2. All applicants must complete a written essay as part of the application process. The essay addresses the applicant's reasons for choosing this degree and Regis University and is evaluated for evidence of satisfactory writing skills.
3. The applicant must submit official transcripts from all colleges and universities attended.
4. Transfer students must have a minimum 2.500 cumulative grade point average. Students who do not meet this criterion may petition for special admission.

The applicant must demonstrate a minimum competence level in written English. Students with English as a second language are required to pass the TOEFL examination with a minimum score of 213 (computer-based), or complete an ESL Language Center's level 109-Academic within one year prior to acceptance into the program.

Regis University reserves the right to deny admission, continued enrollment, or re-enrollment to any applicant or student who would pose an unreasonable risk of harm to self or others, or any unreasonable risk of disruption to the academic or clinical processes of the HCA Program, the Rueckert-Hartman College for Health Professions, or Regis University.

Students are admitted into the HCA Program, but may not take upper division HCA coursework until the specific prerequisites of each course are met.

NOTE: All documents submitted during the application process become the property of Regis University.

HCA POLICIES

1. A minimum of 30 graded semester hours must be taken at Regis University.
2. Transfer coursework is evaluated on a course-by-course basis.
3. All HCA classes are scheduled on weekends or online with the exception of the Internship. Classroom-based courses are designed with an online component.
4. To graduate, students must have at least a 2.500 cumulative grade point average.
5. Students are responsible for monitoring progress toward completion of degree requirements including meeting the 128 semester hour requirement. Each student is assigned a faculty advisor for academic advising assistance.
6. Students enrolled in the HCA Program must complete the Regis Health History form and provide documentation of current immunization and clear background checks.

HCA GENERAL PROGRESSION POLICIES

In order for progression through the Health Care Administration Program to occur, students must meet the following progression policies:

1. Students must earn a grade of "C" or better in all HCA courses. Failure to do so necessitates repeating the course. A course may be repeated one time only with the approval of the division director. Students may repeat no more than two courses.
2. Students who earn a grade below a "C" in more than two HCA courses may not progress in the program.
3. If a student has been granted one or more grades of Incomplete in a given academic period, any request for a grade of Incomplete in any subsequent academic period must be authorized by the student's academic advisor prior to a written request for Incomplete to the instructor(s).
4. Students must maintain at least a 2.500 cumulative grade point average.

DEGREE REQUIREMENTS

Total Degree Requirements	*128 SH*
A minimum of 39 semester hours of coursework must be completed before beginning the major requirements.	
Core Studies Requirements	*45 SH*
English Composition	3 SH
Literature/Humanities/Oral and Written Communication	6 SH
Natural Science/Mathematics/Computer Science/Computer Literacy which must include:	12 SH
HSC 250--Computer Concepts and Applications for Health Care Professionals	3 SH
MT 274--Introduction to Statistics for Health Professions	3 SH
Philosophy Elective	3 SH
HCE 430H--Health Care Ethics	3 SH
Religious Studies Electives	6 SH
Social Science/Economics/Business	12 SH
Department Requirements	*6 SH*
AC 320A--Principles of Accounting I	3 SH
AC 320B--Principles of Accounting II	3 SH
HCA Major Requirements	*51 SH*
HCA 408--Health Care Policy	3 SH
HCA 410--Health Care Delivery Systems	3 SH
HCA 412--Integrated Health Care Delivery Systems	3 SH
HCA 413--Fundamentals of Managed Care	3 SH
HCA 420--Marketing and Public Relations in Health Care Settings	3 SH
HCA 423--Legal Aspects of Health Services	3 SH
HCA 425--Quality Improvement in Health Care Settings	3 SH
HCA 428--Health Care Economics	3 SH
HCA 432--Leadership and Management in Health Care Settings	3 SH
HCA 450--Health Care Information Systems	3 SH
HCA 452--Human Resource Management in Health Care Settings	3 SH

HCA 458--Strategic and Project Management in Health Care Settings	3 SH
HCA 460--Health Statistics and Research Methods	3 SH
HCA 465--Health Care Finance	3 SH
HCA 475--Communication in Health Care Settings	3 SH
HCA 480--Health Care Administration Capstone	3 SH
HCA 485--Administrative Internship	3 SH
Upper Division Electives	*6 SH*
General Electives	*20 SH*

BACHELOR OF SCIENCE OR CERTIFICATE IN HEALTH INFORMATION MANAGEMENT

The Health Information Management (HIM) program within the Division of Health Services Administration is the only program of its kind offered in the Rocky Mountain region. The HIM program is fully accredited by the Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM).

The HIM program provides a convenient and accessible educational opportunity to students seeking new career opportunities. The program combines liberal arts, basic sciences, business and professional courses, with a specialization in developing management skills and applying those skills in a variety of health care settings. The minor in Health Care Administration offers students a unique multi-disciplinary learning experience by joining HIM students with students from other health care disciplines in a combined classroom setting.

The health information professional is an integral member of the health care team, providing comprehensive information and information systems for patient care, administrative planning, professional education, and research.

ADMISSION

1. Students must submit an application to the program and pay the application fee. The application fee is waived for students accepted in transfer from Regis College or the College for Professional Studies.
2. All applicants complete a written essay as part of the application process. The essay addresses the applicant's strengths, weaknesses and career goals and is evaluated for evidence of satisfactory writing skills.
3. The applicant submits official transcripts from all colleges and universities attended.
4. Transfer students must have a minimum 2.500 cumulative grade point average. Students who do not meet this criterion may petition for special admission. Prospective students may be required to have an interview with the division director or designee in person or by phone prior to acceptance into the program. Students also complete a goal assessment as part of the application process. The applicant must also complete the required background verification process and the Essential Functions Form.
5. The applicant must demonstrate a minimum competence level in written English. Students with English as a second language are required to pass the TOEFL examination with a minimum score of 213 (computer-based), or complete the ELS Language Center's level 109-Academic within one year prior to acceptance into the program.

Regis University reserves the right to deny admission, continued enrollment or re-enrollment to any applicant or student who would pose an unreasonable risk of harm to self or others, or any unreasonable risk of disruption to the academic or clinical processes of the Health Information Management Program, Rueckert-Hartman College for Health Professions or Regis University.

Students are admitted into the HIM program but may not take upper division HIM coursework until the specific prerequisites of each course are met.

NOTE: All documents submitted during the application process become the property of Regis University.

HIM PROGRAM POLICIES

1. HIM students may challenge (by exam) any Junior-level professional course (HSC 310 through HIM 350) for which a challenge examination is available.
2. A minimum of 30 graded semester hours must be taken at Regis University.
3. HIM students with a prior baccalaureate degree may choose the HIM Certificate Option. Completion of courses in this option qualifies students to take the national registration examination.
4. HIM classes are available on weekends and online.
5. A minor in Health Care Administration is required for degree-seeking students. A specialization in Health Care Administration is required for the completion of the certificate option.
6. To graduate, students must have at least a 2.500 cumulative grade point average.
7. Students are responsible for monitoring progress toward completion of degree requirements including the 128 semester hour requirement. Each student is assigned a faculty advisor for academic advising and assistance.
8. Students enrolled in the HIM Program must complete the Regis Health History form and provide documentation of current immunizations.

HIM GENERAL PROGRESSION POLICIES

In order for progression through the Health Information Management Program to occur, students must meet the following progression policies:

1. Students must earn a grade of "C" or better in all HIM and HCA courses. Failure to do so necessitates repeating the course(s). A course may be repeated one time only with the approval of the division director. Students may repeat no more than two courses.
2. Students who earn a grade below "C" in more than two HIM or HCA courses may not progress in the program.
3. If a student has been granted one or more grades of Incomplete in a given academic period, any request for a grade of Incomplete in any subsequent academic period must be authorized by the student's academic advisor prior to a written request for Incomplete to the instructor(s).
4. Students must maintain at least a 2.500 cumulative grade point average.

DEGREE REQUIREMENTS

Total Degree Requirements	*128 SH*
Core Studies Requirements	*45 - 47 SH*
English Composition	3 SH
Literature/Humanities/Oral and Written Communication	6 SH
Natural Science/Mathematics/Computer Science/Computer Literacy which must include:	12 –14 SH
HSC 240--Fundamentals of Anatomy and Physiology I	3 SH
HSC 241--Fundamentals of Anatomy and Physiology II	3 SH
Computer Literacy (HSC 250 or equivalent)*	3 SH
HSC 310--Medical Terminology	2 SH
MT 274--Introduction to Statistics for Health Professions	3 SH
Philosophy Elective	3 SH
HCE 430H--Health Care Ethics	3 SH
Religious Studies Electives	6 SH
Social Science/Economics/Business	12 SH

* Completed within the last five years.

Departmental Requirements	*6 SH*
Upper Division Business/Computer Science Electives	3 SH
AC 320A--Principles of Accounting I	3 SH
Professional Requirements	*46- 48 SH*

NOTE: HIM students register for cross-listed courses with the HIM prefix.

HIM 313--Introduction to Health Information Management	3 SH
HIM 320--Human Disease and Pharmacology	3 SH
HIM 350--Disease Classification Systems	3 SH
HIM 385--Directed Practice	2-3 SH
HIM 410--Health Care Delivery Systems	3 SH
HIM 415--HIM: Data Systems and Structures	3 SH
HIM 423--Legal Aspects of Health Services	3 SH
HIM 425--Quality Improvement in Health Care Settings	3 SH
HIM 432--Leadership and Management in Health Care Settings	3 SH
HIM 450--Health Care Information Systems	3 SH
HIM 451--Disease Classification/Reimbursement Management	3 SH
HIM 455--Health Information Resources Management	3 SH
HIM 460--Health Statistics and Research Methods	3 SH
HIM 475--Communication in Health Care Settings	3 SH
HIM 480--Administration of Health Information Management Services	3 SH
HIM 485--Management Practicum	2 SH
Health Care Administration Minor Requirements	*12 SH*
HCA 452--Human Resource Management in Health Care Settings	3 SH
HCA 458--Strategic and Project Management in Health Care Settings	3 SH
HCA 465--Health Care Finance	3 SH
One course selected from the following:	
HCA 408--Health Care Policy	3 SH
HCA 412--Integrated Health Care Delivery Systems	3 SH
HCA 413--Fundamentals of Managed Care	3 SH
HCA 420--Marketing and Public Relations in Health Care Settings	3 SH
HCA 428--Health Care Economics	3 SH
General Electives	*15-19 SH*

CERTIFICATE IN HEALTH INFORMATION MANAGEMENT

Total Certificate Requirements	*66 SH*
Pre-Requisites	*14 SH*
AC 320A--Principles of Accounting I	3 SH
HSC 240--Fundamentals of Anatomy and Physiology I	3 SH
HSC 241--Fundamentals of Anatomy and Physiology II	3 SH
HSC 310--Medical Terminology	2 SH
MT 274--Introduction to Statistics for Health Professions	3 SH
Professional Requirements	*43-45 SH*

NOTE: HIM students register for cross-listed courses with the HIM prefix.

HIM 313--Introduction to Health Information Management	3 SH
HIM 320--Human Disease and Pharmacology	3 SH

HIM 350--Disease Classification Systems	3 SH
HIM 385--Directed Practice	2 SH
HIM 410--Health Care Delivery Systems	3 SH
HIM 415--HIM: Data Systems and Structures	3 SH
HIM 423--Legal Aspects of Health Services	3 SH
HIM 425--Quality Improvement in Health Care Settings	3 SH
HIM 432--Leadership and Management in Health Care Settings	3 SH
HIM 450--Health Care Information Systems	3 SH
HIM 451--Disease Classification/Reimbursement Management	3 SH
HIM 455--Health Information Resources Management	3 SH
HIM 460--Health Statistics and Research Methods	3 SH
HIM 480--Administration of Health Information Management Services	3 SH
HIM 485--Management Practicum	2 SH
Health Care Administration Requirements	*9 SH*
HCA 452--Human Resource Management in Health Care Settings	3 SH
HCA 458--Strategic and Project Management in Health Care Settings	3 SH
HCA 465--Health Care Finance	3 SH

HEALTH CARE ADMINISTRATION COURSE DESCRIPTIONS

HEALTH CARE ADMINISTRATION (HCA)

HCA 408. HEALTH CARE POLICY (3). Focuses on health care policy formation and evaluation. Learning activities will facilitate students' opportunities to learn about change, as a result of public policy and politics. Examines public health care policy emphasizing its relationship and application to advanced practice nursing, leadership roles in management, and education and models of health care delivery. Topics include history, trends, and issues in health care systems; legal issues; legislation and regulation; funding, planning, delivery, and evaluation of health care services to individuals and populations; and accessibility, quality and outcome issues. The policy and business practices developed by hospitals and other private institutions are not included in the course objectives. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s): Permission of instructor. Cross listing: HSA 608 and NR 608.

HCA 410. HEALTH CARE DELIVERY SYSTEMS (3). Introduces the historical development and contemporary structure of health services in the United States. Examines a wide range of delivery settings and providers, the role of government and regulatory bodies, and sources of health care funding. Addresses national health policy and related current issues. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HIM 410 and HSA 610.

HCA 412. INTEGRATED HEALTH CARE DELIVERY SYSTEMS (3). Examines the evolution and structure of integrated health care delivery systems from the perspectives of quality, access and cost. Explores issues related to urban versus rural settings, managed care, reimbursement, regulatory requirements and institutional accreditation. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HSA 612. NOTE: Recommended prerequisite HCA 410 or prior experience in health care.

HCA 413. FUNDAMENTALS OF MANAGED CARE (3). Introduces the history, philosophy, business principles and current structure of the managed care industry. Explores concepts of capitation, managed care contracting, case management and utilization patterns. Examines issues related to regulatory requirements and national health policy. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HSA 613. NOTE: Recommended prerequisite HCA 410 or prior experience in health care.

HCA 420. MARKETING AND PUBLIC RELATIONS IN HEALTH CARE SETTINGS (3). Explores the unique nature and role of marketing in the health care industry. Introduces marketing principles and techniques as applied in health care settings including environmental scanning, market research and marketing strategy. Discusses media, public relations and advertising strategies. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HSA 620.

HCA 423. LEGAL ASPECTS OF HEALTH SERVICES (3). Studies the legal and ethical issues involved in the management and delivery of health care services and the interrelations between hospital, physician, and patient. Emphasizes law as it pertains to negligence, contracts, consents, confidentiality, risk management, and current medical/legal issues. Explores the use of health record as a legal document, privacy rights, corporate compliance, and peer review. Examines release of information, quality of documentation, and retention of record issues. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing HIM 423 or HSA 623.

HCA 425. QUALITY IMPROVEMENT IN HEALTH CARE SETTINGS (3). Provides a basic understanding of the history and theory of Quality Management techniques, tools and principles as applied in various health care settings. The interpretation and analysis of health care data as it relates to quality, safety, risk management, productivity, reimbursement and administrative decision-making is examined and practiced. Emphasizes the ongoing use of objective data and feedback to improve processes, systems and patient outcomes. The graduate component extends foundational knowledge of quality and safety processes through additional readings, case analysis and/or applied project work. Cross listing: HIM 425 or HSA 624.

HCA 428. HEALTH CARE ECONOMICS (3). Provides an understanding of the elements necessary to apply basic microeconomic principles to the health care field. Emphasizes economic tools of particular relevance to health care, and to what degree the concepts are appropriate to deal with problems in this field. Demonstrates that economic analysis can provide pertinent and systematic insights into the workings of the health care system and the evaluation of health care policy. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HSA 628.

HCA 430. MEDICAL PRACTICE MANAGEMENT (3). Explores issues in practice management in the ambulatory setting including settings staffed by advanced practice medical personnel. Topics include the organizational structure and management of a practice, coding, billing, and reimbursement procedures, marketing, contracting, budgeting and staffing as related to practice management. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HSA 630.

HCA 432. LEADERSHIP AND MANAGEMENT IN HEALTH CARE SETTINGS (3). Explores concepts of leadership and management functions and theories as they are applied in health care settings. Examines leadership versus management skills, team development, systems theory, strategic planning, organizational culture and the role of the managers and leaders in an organization. Cross listing: HIM 432.

HCA 440. HEALTH COACHING (3). Explores practical information on providing health coaching services for individuals or groups wanting to improve their health. Incorporates behavioral change theories, adult learning theories, motivational interviewing and program evaluation.

HCA 450. HEALTH CARE INFORMATION SYSTEMS (3). Introduces foundational knowledge and skills to participate in the design, selection, implementation and use of clinical and administrative information systems. Provides an overview of information systems in all health care settings with emphasis on electronic health record systems, data standards, and data exchanges. Familiarizes the student with new and emerging technologies in the health care field. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s): CS 200 or equivalent. Cross listing: HIM 450 or HSA 649.

HCA 452. HUMAN RESOURCE MANAGEMENT IN HEALTH CARE SETTINGS (3). Provides an understanding of the principles of human resource management in the health care environment. Emphasizes management techniques such as interviewing, training, career development, job analysis and design, performance evaluation, compensation and benefits, and employment law. Addresses trends in human resource management in health care. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HSA 652.

HCA 458. STRATEGIC AND PROJECT MANAGEMENT IN HEALTH CARE SETTINGS (3). Focuses on the general principles of project and strategic management. Introduces the project management body of knowledge (PMBOK) including project management software, task assignments, workflow analysis, project planning and the differences in managing IT projects vs. business and other projects. Process reengineering will also be investigated. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s): Junior standing. Cross listing: HSA 658.

HCA 460. HEALTH STATISTICS AND RESEARCH METHODS (3). An applied course in basic health statistics and research methods intended to introduce common applications in the health care setting. Topics include commonly used health statistics, epidemiology, quality improvement, and outcomes research with an emphasis on study design, data collection, data analysis, data interpretation and data presentation skills. Emphasis is on the ability to analyze and interpret clinical and other health data for use in research, health care decision-making, and policy development. Prerequisite(s): MT 270 or equivalent. Cross listing: HIM 460.

HCA 465. HEALTH CARE FINANCE (3). Introduces major topics in managerial finance essential for understanding how health care organizations acquire, manage and finance assets. Special topics include corporate compliance, master budgeting, capital requests, cash flow management, costing models and inventory. Prerequisite(s): AC 320A or equivalent recommended. Approval of academic advisor required.

HCA 475. COMMUNICATION IN HEALTH CARE SETTINGS (3). Enhances communication skills needed in business and professional contexts. Focuses on developing a working knowledge of theory and skills for written communication, interpersonal communication, meetings and presentations. Effective communication skills for dealing with physicians, patients, families, as well as other internal and external parties will receive special attention. Students will gain a working knowledge of critical thinking and problem resolution skills. Cross listing: HIM 475 and HSA 675.

HCA 480. HEALTH CARE ADMINISTRATION CAPSTONE (3).A comprehensive course designed to provide students with opportunities to apply multiple elements of other courses as related to the organization and administration of a health care facility. Emphasizes project management, operations analysis and planning, current topics, and career management. Prerequisite(s): All prior Health Care Administration coursework or permission of instructor.

HCA 482. INTRODUCTION TO GLOBAL HEALTH I (1). Examines the growing body of knowledge, scholarship, and engagement in global health. Challenges students in the health professions to become engaged leaders to help address growing global health disparities. Co-requisite: HCA 483. Cross listing: NR 481.

HCA 483. INTRODUCTION TO GLOBAL HEALTH II (2). Further exams the growing body of knowledge, scholarship, and engagement in global health. Challenges students in the health professions to become engaged leaders to help address growing global health disparities. Co-Requisite: HCA 482.

HCA 485.ADMINISTRATIVE INTERNSHIP (3-6). Provides the student an opportunity to observe and participate in management activities in a health care setting. Emphasizes ability to complete assigned projects, gain an overview of the facility, and participate in a wide variety of functions including budgeting, human resource management, project management and quality improvement activities. Prerequisite(s): Majors only.

HCA 490E-W. INDEPENDENT STUDY IN HEALTH CARE ADMINISTRATION (1-3). Offers an opportunity for a focused course of study within a specific practice area of health care administration under the direction of an assigned instructor. Employs a variety of learning activities, as specified in the learning contract, to extend core knowledge and skills in a specific practice area. Enhances research and written presentation skills through development of a comprehensive topic portfolio. Prerequisite(s): All lower level Health Care Administration courses. Majors and minors only. Approval of department director required.

HEALTH INFORMATION MANAGEMENT (HIM)

HIM 313. INTRODUCTION TO HEALTH INFORMATION MANAGEMENT (3). Emphasizes form, content and regulations impacting the health care record in the acute care setting. Explores legal reimbursement and computerized aspects of the health record as well as the functions and responsibilities of Health Information Services. Examines various health care delivery systems and health care practitioners.

HIM 320. HUMAN DISEASE AND PHARMACOLOGY (3). Provides an overview of disease processes, symptoms and etiology organized by body systems. Includes basic diagnostic tests, treatments and medications for common diseases along with basic pharmacologic principles.

HIM 350. DISEASE CLASSIFICATION SYSTEMS (3). Introduces the development and use of various disease classification systems and reimbursement regulations. Emphasizes ICD coding and the diagnosis related groups (DRG) systems for inpatient reimbursement. Explores coding management issues. Discusses medications in conjunction with each body system and disease. Prerequisite(s): BL 244, BL 246 and HSC 310.

HIM 385. DIRECTED PRACTICE (2-3).A clinical affiliation assigned no earlier than the end of the junior year. Provides an overview of department functions and improves skills through hands-on experience. Liability insurance fee required. NOTE: Students must document evidence of 120 clock hours of clinical activities.

HIM 410. HEALTH CARE DELIVERY SYSTEMS (3). Introduces the historical development and contemporary structure of health services in the United States. Examines a wide range of delivery settings and providers, the role of government and regulatory bodies, and sources of health care funding. Addresses national health policy and related current issues. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HCA 410 and HSA 610.

HIM 415. HEALTH INFORMATION MANAGEMENT: DATA SYSTEMS AND STRUCTURES (3). Introduces health care data sets, data sources, and the roles and functions of Health Information Management in all health care delivery systems: acute care, home health, long term care, hospice, ambulatory care and consulting practices. Focuses on the electronic health record and data standards such as SGML, XML and HL7. Prerequisite(s): HIM 313 or permission of instructor required.

HIM 423. LEGAL ASPECTS OF HEALTH SERVICES (3). Studies the legal and ethical issues involved in the management and delivery of health care services and the interrelations between hospital, physician, and patient. Emphasizes law as it pertains to negligence, contracts, consents, confidentiality, risk management, and current medical/legal issues. Explores the use of health record as a legal document, privacy rights, corporate compliance, and peer review. Examines release of information, quality of documentation, and retention of record issues. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HCA 423 or HSA 623.

HIM 425. QUALITY IMPROVEMENT IN HEALTH CARE SETTINGS (3). Provides a basic understanding of the history, theory and application of Quality Management techniques, tools and principles as applied in various health care settings. The interpretation and analysis of health care data as it relates to quality, safety, risk management, productivity, reimbursement and administrative decision-making , is examined and practiced. Emphasizes the ongoing use of objective data and feedback to improve processes, systems and patient outcomes. The graduate component extends foundational knowledge of quality and safety processes through additional readings, case analysis and/or applied project work. Cross listing: HCA 425 or HSA 624.

HIM 432. LEADERSHIP AND MANAGEMENT IN HEALTH CARE SETTINGS (3). Explores concepts of leadership and management functions and theories as they are applied in health care settings. Examines leadership versus management skills, team development, systems theory, strategic planning, organizational culture and the role of managers and leaders in an organization. Cross listing: HCA 432.

HIM 445. MANAGEMENT OF E-HIM (3). The focus of this course in on the advanced concepts of managing digital clinical information and other electronic storage media of information in healthcare facilities. Topics covered are e-Discovery, identity management, health information exchange, the legal medical record, the personal health record, confidentiality, privacy, and security that govern health care and institutional data on electronic media. Current trends and issues in electronic health information management (eHIM) are also included. Prerequisite(s): HIM 313, HIM 415 or permission of instructor. Cross listing: HCI 645.

HIM 450. HEALTH CARE INFORMATION SYSTEMS (3). Introduces foundational knowledge and skills to participate in the design, selection, implementation and use of clinical and administrative information systems. Provides an overview of information systems in all health care settings with emphasis on electronic health record systems, data standards, and data exchanges. Familiarizes the student with new and emerging technologies in the health care field. The graduate component extends foundational knowledge through additional readings, case analysis, and/or applied project work. Prerequisite(s): CS 200 or equivalent. Cross listing: HCA 450 or HSA 649.

HIM 451. DISEASE CLASSIFICATION/REIMBURSEMENT MANAGEMENT (3). Reviews ICD, CPT, and HCPCS coding classification systems and explores their use in the health care reimbursement system. Examines DRG and coding audit, review of revenue cycles, and other management strategies critical to health care facility revenues. Prerequisite(s): HIM 350 or permission of instructor. Anatomy, physiology and medical terminology experience required.

HIM 455. HEALTH INFORMATION RESOURCE MANAGEMENT (3). Explores skills necessary to identify information needs and uses through techniques of data flow analysis, data mapping, and assessment of the continuum of data integrity. Presents highly technical topics in a format accessible for non-information technology professionals. Topics include current industry trends and the impact on health information managers, technical elements of database structure and management, components of a comprehensive information management plan, including database planning, inventory of data elements, data dictionaries, data integrity, and data security. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s): CS 200 or equivalent. Cross listing: HSA 655.

HIM 460. HEALTH STATISTICS AND RESEARCH METHODS (3). An applied course in basic health statistics and research methods intended to introduce common applications in the health care setting. Topics include commonly used health statistics, epidemiology, quality improvement, and outcomes research with an emphasis on study design, data collection, data analysis, data interpretation and data presentation skills. Emphasis is on the ability to analyze and interpret clinical and other health data for use in research, health care decision-making, and policy development. Prerequisite(s): MT 270 or equivalent. Cross listing: HCA 460.

HIM 461. RESEARCH IN HEALTH SERVICES (3). A continuation of HIM 460. Student works independently under the direction of an assigned instructor to refine the research proposal developed in HIM 460. Student completes the research process through data collection, analysis, conclusions and recommendations for further research. Research is presented in a formal article format. Prerequisite(s): Majors only. Approval of department director. Cross listing: HCA 461.

HIM 475. COMMUNICATION IN HEALTH CARE SETTINGS (3). Enhances communication skills needed in business and professional contexts. Focuses on developing a working knowledge of theory and skills for written communication, interpersonal communication, meetings and presentations. Effective communication skills for dealing with physicians, patients, families, as well as other internal and external parties will receive special attention. Students will gain a working knowledge of critical thinking and problem resolution skills. Cross listing: HCA 475 and HSA 675.

HIM 480.ADMINISTRATION OF HEALTH INFORMATION MANAGEMENT SERVICES (3). Provides the student with opportunities to apply multiple elements from other courses as related to the organization and administration of a health information services department. Emphasizes project management, operation analysis and planning, current topics, emerging issues and career management. Prerequisite(s): Satisfactory completion of all prior HIM coursework or permission of instructor.

HIM 485. MANAGEMENT PRACTICUM (2-3).At the end of the senior year, students are assigned to health care facilities or other approved nontraditional health related environments. Emphasizes ability to act independently, complete assigned management projects, gain an overview of the department and its interrelatedness to the other units in the facility. Demonstration of management potential is expected. Prerequisite(s): Satisfactory completion of all prior HIM coursework, HIM 385.

HIM 490E-W. INDEPENDENT STUDY IN HEALTH INFORMATION MANAGEMENT (1-3). Offers an opportunity for a focused course of study with in a specific practice area of health information management under the direction of an assigned instructor. Employs a variety of learning activities, as specified in the learning contract, to extend core knowledge and skills in a specific practice area. Enhances research and written presentation skills through development of a comprehensive topic portfolio. Prerequisite(s): Senior standing. Majors only.

HEALTH SCIENCES (HSC)

HSC 240. FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY I (3). First of two course sequence is designed to provide an understanding of the basic concepts of human anatomy and physiology. Examines anatomic terms and the organization of body systems from the cell to the organ and system level. Prerequisite(s): Majors only or non-clinical majors only.

HSC 241. FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY II (3). Second of a two course sequence designed to provide an understanding of the basic concepts of human anatomy and physiology. Completes the study of body systems and reinforces knowledge of the musculoskeletal system and body planes. Prerequisite(s): HSC 240 and Majors only on non-clinical majors only.

HSC 250. COMPUTER CONCEPTS/APPLICATIONS FOR HEALTH CARE PROFESSIONALS (3). Explores basic theory and practical application of various software programs emphasizing applications typically utilized in health care settings including word processing, databases, spreadsheets, presentation packages and health care related Internet resources. Course is taught in a laboratory environment with extensive hands-on experience.

HSC 310. MEDICAL TERMINOLOGY (2). Provides an intensive study in the language used in the health care field. Includes the use of prefix, suffix and root words to identify, analyze, define and interpret medical terms. Emphasizes the correct construction, pronunciation, spelling and use of medical terminology, especially as applied in the interpretation of medical reports.

HSC 401.WOMEN'S HEALTH ISSUES (3). Focuses on the maintenance and promotion of women's health across the full spectrum of women's lives. Explores physiological, psychological, cultural, economic, political, sociological, and spiritual factors that influence women's health over the lifespan. Cross listing: PE 401 or WS 401.

MASTER OF SCIENCE IN HEALTH CARE INFORMATICS AND INFORMATION MANAGEMENT (HIIM)

PROGRAM DESCRIPTION

The Master of Science in Health Care Informatics and Information Management degree, housed in the Division of Health Services Administration (HSA), prepares graduates for a variety of roles in health care organizations in roles that specifically deal with health information technology and managing electronic data and information. Employment settings include hospitals, other health care facilities, medical group practices, health care management companies, state and federal agencies, insurance and managed care companies, technology firms, computer vendors, health data exchanges and educational institutions.

The curriculum, offered in an online format, is designed to build on an undergraduate foundation in health care management, health information management and health care technology. With minimal introductory content, the curriculum contains a challenging healthcare informatics core with additional courses in managing e-HIM, system security and ethical issues in health information technology. The curriculum makes extensive use of case studies and applied projects. One elective course allows individual students to select a specific area of interest and expertise. With prior approval, courses may also be taken from other graduate programs at Regis University including any Master of Science in Information Technology or Business Technology Management in the College for Professional Studies. Courses are designed specifically to advance the implementation and use of health care technology and digital information in the health care sector.

ADMISSION

The ideal candidate for the Master of Science in Health Care Informatics and Information Management (HIIM) degree holds a baccalaureate degree in Health Care Administration, Health Information Management or a baccalaureate degree in technology, nursing, business, or other health related field with two to three years of management experience in a health industry setting with exposure to health care systems. Applications are individually evaluated on the basis of the following admission criteria:

1. A baccalaureate degree from a regionally accredited college or university or evidence that undergraduate degree requirements will be met no later than August of the current year.
2. A minimum undergraduate cumulative grade point average of 3.000 on a 4.000 scale or a satisfactory score on the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT).
3. Two letters of recommendation from persons familiar with the applicant's academic and/or professional potential.
4. An admission essay (minimum 750 words with appropriate references) addressing an issue specified in the application materials.
5. A current resume or other documentation of professional experience.
6. A personal interview. This may be waived for HSA progression students.
7. A completed application form including non-refundable application fee. The application fee is waived for Regis University undergraduates.

NOTE: Applicants without degrees or experience in a health-related field may be required to take prerequisite coursework. All documents submitted during the application process become the property of Regis University.

Admission through HSA Undergraduate Progression

Qualified students in the undergraduate and post-baccalaureate certificate HSA programs (HCA and HIM) are encouraged to progress into the MS program. These students complete the same application process. Students must provide evidence that undergraduate degree requirements will be met no later than the term prior to admission. Those students who progress from an undergraduate HSA program can apply six credits to the MS degree and must take HSA 649--Health Care Information Systems and HSA 658--Strategic and Project Management at the graduate level for articulation to the graduate program. Previous

graduates of the HIM or HCA program who have taken HIM/HCA 450--Health Care Information Systems will be exempt from this class.

Admission on Probation

Students who show promise for the program, but who do not meet all admission criteria, may be admitted on a probationary basis. Under the probationary status, students must attain a grade of "B" or better in the first nine hours of graduate coursework. (A grade of B- is not acceptable.) Successful completion of the first nine hours of coursework with a 3.000 grade point average removes the probationary status and entitles students to good academic standing. Probationary admissions may not exceed 10% of an incoming enrollment.

Conditional Admission

Conditional Admission may be granted to students who are awaiting receipt of admission materials. Conditional Admission allows students to register for nine semester hours while awaiting documentation before being officially admitted. Students who have been conditionally admitted must be in good academic standing before being officially admitted into the program.

COMPUTER REQUIREMENT

All students are expected to have ready access to a personal computer with word processing, spreadsheet, graphics/presentation software, a microphone, a webcam, speakers, and Internet connectivity. Microsoft Office Suite is recommended and is available on all campus lab computers. Selected courses may be enhanced with the use of e-mail and other distance learning technologies to communicate and exchange learning materials.

STUDENT ADVISING

Students are assigned an academic advisor upon admission to the program. Advisors counsel students on meeting the requirements for the graduate program; however, it is the student's responsibility to schedule advising discussions and to complete all degree requirements.

PROGRAM PROGRESSION

Candidacy for the Master of Science in Health Care Informatics and Information Management degree at Regis University requires successful completion of course requirements and a master's project. The 36 semester hour program may be completed in 18 months of full-time study.

There is a five year time limit for completion of all degree requirements. This time limit is computed from the time of matriculation. If students wish to complete the degree after the time limit has expired, readmission to the program is required and new program requirements may be in effect. In order for progression through the program to occur, students must meet the following grade requirements:

- Candidates must maintain a minimum 3.000 (B) cumulative grade point average.
- No grade may be lower than "C", regardless of grade point average. A grade lower than "C" is not counted toward graduation but is included in the student's cumulative grade point average.
- Graduate students who receive the grade "C-" or lower for a 600-level course must repeat the course for a higher grade.
- Students may not enroll in the HIIM Capstone course (HCI 680) with a grade point average less than a 3.000.

TRANSFER OF CREDIT POLICY AND PROCEDURE

Acceptance of transfer credit is permitted at the discretion of the division director. Transfer credits are considered only for courses taken at a regionally accredited school and for coursework for which a letter grade not less than a "B-" was earned. Additionally, the course must have been completed within the last three years. Students wishing to transfer credit into the Master of Science in Health Care Informatics and Information Management degree program must provide an official school transcript of the coursework. Only appropriate coursework relevant to the program will be approved for transfer. A copy of the course syllabus may also be necessary to determine whether the content and course applies to the HIIM program.

GRADUATION

Students graduate the semester that all requirements are met and documentation of such is received in the Office of Academic Records and Registration by the designated deadline. Graduation requirements include:

- Satisfactory completion of required academic coursework.
- A minimum cumulative grade point average of 3.000.
- Satisfactory completion of a master's project.

Incomplete grades, falling below the required cumulative grade point average, late application for graduation, or late receipt of transcripts of transfer credit may delay graduation and awarding of the degree to a subsequent semester.

For additional information on Commencement and Graduation, refer to the General Information section of this Catalog.

DEGREE REQUIREMENTS

The following prerequisite may apply:

HSA 610--Health Care Delivery Systems	3 SH
Total Degree Requirements	*36 SH*
HCI 600--Information Systems Concepts	3 SH
HCI 610--Design and Selection of IT Systems in Health Care	3 SH
HCI 615--Human Computer Interaction/Device Strategies	3 SH
HCI 620--Data Mining in Health Services	3 SH
HCI 625--Workflow and Change Management in Adoption of Health IT	3 SH
HCI 645--Management of e-HIM	3 SH
HCI 680--HIIM Capstone Research Project	3 SH
HSA 649--Health Care Information Systems*	3 SH
HSA 658--Strategic and Project Management in Health Care*	3 SH
MSCI 610--Ethics in Information Technology	3 SH
MSIA 672--Managing a Secure Enterprise	3 SH
Elective--HSA, HCI, MSCC	3 SH

* Students progressing from HIM/HCA undergrad or those who graduated after May 2007 may use these courses to fulfill graduate requirements to total 36 hours.

MASTER OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

PROGRAM DESCRIPTION

The Master of Science in Health Services Administration degree, housed in the Division of Health Services Administration (HSA), prepares graduates for a variety of roles in health services management and administration. Employment settings include hospitals, other health care facilities, medical group practices, health care management companies, state and federal agencies, insurance and managed care companies, technology firms, and educational institutions.

The curriculum offered classroom-based in a weekend format with an online component or totally online, is designed to build on an undergraduate foundation in health care management and/or prior health care experience. With minimal introductory content, the curriculum contains a challenging master's core with advanced practice courses in the management of finance, operations, quality, and technology. Course curriculum makes extensive use of case studies and applied projects. Special topic courses allow individual students to custom design learning experiences in specific areas of interest and expertise. With prior approval, courses may also be taken from other graduate programs at Regis University including the Master of Business Administration (MBA). In addition to advanced practice content, the curriculum promotes the further development of leadership abilities along with a deeper appreciation of the social and ethical obligations and conflicts inherent within the industry.

ADMISSION

The ideal candidate for the Master of Science in Health Services Administration degree holds a baccalaureate degree in a health related field with two to three years of management experience in a health care setting. Applications are individually evaluated on the basis of the following admission criteria:

1. A baccalaureate degree from a regionally accredited college or university or evidence that undergraduate degree requirements will be met no later than the term prior to admission.
2. A minimum undergraduate cumulative grade point average of 3.000 on a 4.000 scale or a satisfactory score on the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT).
3. Two letters of recommendation from persons familiar with the applicant's academic and/or professional potential.
4. An admission essay (minimum 750 words with appropriate references) addressing an issue specified in the application materials.
5. A current resume or other documentation of professional experience.
6. A personal or phone interview may be required. This may be waived for HSA progression students.
7. A completed application form including non-refundable application fee. The application fee is waived for Regis University undergraduates.

NOTE: All documents submitted during the application process become the property of Regis University.

Admission through HSA Undergraduate Progression

Qualified students in the undergraduate and post-baccalaureate certificate HSA programs (HCA and HIM) are encouraged to progress into the MS program. These students complete the same application process. Students must provide evidence that undergraduate degree requirements will be met no later than the term prior to admission.

Admission on Probation

Students who show promise for the program, but who do not meet all admission criteria, may be admitted on a probationary basis. Under the probationary status, students must attain a grade of "B" or better in the first nine hours of graduate coursework. (A grade of B- is not acceptable.) Successful completion of the first nine hours of coursework with a 3.000 grade point average removes the probationary status and entitles students to good academic standing. Probationary admissions may not exceed 10% of an incoming enrollment.

Conditional Admission

Conditional Admission may be granted to students who are awaiting receipt of admission materials. Conditional Admission allows students to register for nine semester hours while awaiting documentation before being officially admitted. Students who have been conditionally admitted must be in good academic standing before being officially admitted into the program.

COMPUTER REQUIREMENT

All students are expected to have ready access to a personal computer with word processing, spreadsheet, graphics/presentation software, a webcam, speakers, and Internet connectivity. Microsoft Office Suite is recommended and is available on all campus lab computers. Selected courses may be enhanced with the use of e-mail and other distance learning technologies to communicate and exchange learning materials.

STUDENT ADVISING

Students are assigned an academic advisor upon admission to the program. Advisors counsel students on meeting the requirements for the graduate program; however, it is the student's responsibility to schedule advising appointments and to complete all degree requirements.

PROGRAM PROGRESSION

Candidacy for the Master of Science in Health Services Administration degree at Regis University requires successful completion of course requirements and a master's project. The 36 semester hour program may be completed in 18 months of full-time study. Six semester hours per ten-week term constitutes full-time study. There is a five year time limit for completion of all degree requirements. This time limit is computed from the time of matriculation. If students wish to complete the degree after the time limit has expired, readmission to the program is required and new program requirements may be in effect.

In order for progression through the HSA program to occur, students must meet the following grade requirements:

- Candidates must maintain a minimum 3.000 (B) cumulative grade point average.
- No grade may be lower than "C", regardless of grade point average. A grade lower than "C" is not counted toward graduation but is included in the student's cumulative grade point average.
- Graduate students who receive the grade "C-" or lower for a 600-level course must repeat the course.
- Students may not enroll in the HSA Project course (HSA 696) with a grade point average less than a 3.000.

TRANSFER OF CREDIT POLICY AND PROCEDURE

Acceptance of transfer credit is permitted at the discretion of the department director. Transfer credits are considered only for courses taken at a regionally accredited school and for coursework for which a letter grade not less than a "B-" was earned. Additionally, the course must have been completed within the last three years. Students wishing to transfer credit into the Master of Science in Health Services Administration degree program must forward a letter stating the request and provide an official school transcript of the coursework. A copy of the course syllabus may also be necessary.

GRADUATION

Students graduate the semester that all requirements are met and documentation of such is received in Office of Academic Records and Registration by the designated deadline. Graduation requirements include:

- Satisfactory completion of required academic coursework.
- A minimum cumulative grade point average of 3.000.
- Satisfactory completion of a master's project. Incomplete grades, falling below the required cumulative grade point average, late application for graduation, or late receipt of transcripts

Incomplete grades, falling below the required cumulative grade point average, late application for graduation, or late receipt of transcripts of transfer credit may delay graduation and awarding of the degree to a subsequent semester.

For additional information on Commencement and Graduation, refer to the General Information section of this *Catalog*.

DEGREE REQUIREMENTS

Recommended Prerequisites	
AC 320A--Principles of Accounting I	3 SH
HSA 610--Health Care Delivery Systems	3 SH
Total Degree Requirements	*36 SH*
HCE 600--Organizational Ethics and Health Care Compliance	3 SH
HSA 601--Leadership and Organization Development in Health Care Settings	3 SH
HSA 602--Strategic Planning and Development in Health Services	3 SH
HSA 660--Methods of Inquiry and Research	3 SH
HSA 680--Contemporary Issues in Health Services Delivery Systems	3 SH

HSA 696--Master's Project in Health Services Administration	3 SH
HSA 604--Foundations of Health Care Economics, Accounting and Financial Management	3 SH
HSA 624--Quality Improvement in Health Care Settings	3 SH
HSA 649--Health Care Information Systems (or equivalent HCI, MSCC course*)	3 SH
HSA 663--Advanced Concepts of Health Care Finance	3 SH
Electives (HSA, HCI, MSCC, MBA)	6 SH

* MSCC and MBA courses offered through the College for Professional Studies.

CERTIFICATE IN HEALTH CARE INFORMATICS

ADMISSION

The ideal candidate for the Certificate in Health Care Informatics degree holds a baccalaureate degree in Health Care Administration/ Management or a baccalaureate degree in a business, clinical or health related field with two to three years of management experience in a health industry setting and has some experience with health care systems. Applications are individually evaluated on the basis of the following admission criteria:

1. A baccalaureate degree from a regionally accredited college or university or evidence that undergraduate degree requirements will be met no later than August of the current year.
2. A minimum undergraduate cumulative grade point average of 3.000 on a 4.000 scale or an admission essay (minimum 750 words with appropriate references) addressing an issue specified in the application materials.
3. A current resume or other documentation of professional experience.
4. A personal interview. This may be waived for HSA progression students.
5. A completed application form including non-refundable application fee. The application fee is waived for Regis University undergraduates.

NOTE: Applicants without degrees or experience in a health-related field may be required to take prerequisite coursework. All documents submitted during the application process become the property of Regis University.

CERTIFICATE REQUIREMENTS

Total Certificate Requirements	*12 SH*
HCI 610--Design and Selection of IT Systems in Health Care Settings	3 SH
HCI 615--Human Computer Interaction and Device Strategies	3 SH
HCI 620--Data Mining for Decision Support in Health Care Settings	3 SH
HCI 625--Change Management in Adoption of IT Health Care Solutions	3 SH

CERTIFICATE IN HEALTH CARE QUALITY AND PATIENT SAFETY

ADMISSION

The ideal candidate for the Certificate in Health Care Quality and Patient Safety Certificate holds a baccalaureate degree in Health Care Administration/Management or a baccalaureate degree in a business, clinical or health related field with two to three years of management experience in a health industry setting and has some experience with health care systems. Applications are individually evaluated on the basis of the following admission criteria:

1. A baccalaureate degree from a regionally accredited college or university or evidence that undergraduate degree requirements will be met no later than August of the current year.
2. A minimum undergraduate cumulative grade point average of 3.000 on a 4.000 scale or an admission essay (minimum 750 words with appropriate references) addressing an issue specified in the application materials.
3. A current resume or other documentation of professional experience.
4. A personal interview. This may be waived for HSA progression students.
5. A completed application form including non-refundable application fee. The application fee is waived for Regis University undergraduates.

NOTE: Applicants without degrees or experience in a health-related field may be required to take prerequisite course work. All documents submitted during the application process become the property of Regis University.

CERTIFICATE REQUIREMENTS

*Total Certificate Requirements**	*12 SH*
HSA 624--Quality Improvement in Health Care Settings	3 SH
HSA 670--Biostatistics and Health Data Analysis	3 SH
HSA 672--Managing Patient Safety and Organizational Risk	3 SH
HSA 674--Current and Emerging Theories in Quality and Patient Safety	3 SH

*Note: HSA 625E is also recommended

HEALTH SERVICES ADMINISTRATION and HEALTH CARE INFORMATICS AND INFORMATION MANAGEMENT COURSE DESCRIPTIONS

HEALTH CARE INFORMATICS AND INFORMATION MANAGEMENT (HCI)

HCI 600. INFORMATION SYSTEMS CONCEPTS (3). Introduces information systems concepts, architectures, and technologies. Emphasizes information systems resources needed to meet organizational mission and objectives. Focuses on information systems from the business (healthcare) viewpoint including processes, value proposition and different types of information systems. Prerequisite(s): Graduate Standing.

HCI 610. DESIGN AND SELECTION OF IT SYSTEMS IN HEALTH CARE SETTINGS (3). Introduces planning, acquisition, and implementation of systems which include migration paths, functional requirements, costs, benefits realization and a critical analysis of the system proposed, in addition to the technological infrastructure needed to support facility-wide systems. Activities include evaluating RFPs and RFIs and designing communication and clinical documentation guidelines.

HCI 615. HUMAN COMPUTER INTERACTION AND DEVICE STRATEGIES (3). Explores human computer interaction and the development and strategy for adopting peripheral devices. Discusses clinician's needs and technical requirements for patient care devices including bar coding, single sign on strategies, wireless networks, RFID and others.

HCI 620. DATA MINING FOR DECISION SUPPORT IN HEALTH CARE SETTINGS (3). Examines the role of information systems in supporting administrative and clinical decision-making in health care organizations. Focuses on discrete data capture to support examination of population health, patient care processes and organizational outcomes.

HCI 625. WORKFLOW AND CHANGE MANAGEMENT IN HEALTH IT (3). Examines human behavior in organizations focusing on the analysis of data and workflow diagrams, SSC methodology (Start-Stop-Continue Design Decisions), developing an impact analysis, training requirements, process assessment at the micro and macro level affected by the new technology and introduces change management theories necessary to parallel system implementation. User workflows and processes are used as a basis for analysis.

HCI 645. MANAGEMENT OF E-HIM (3). The focus of this course in on the advanced concepts of managing digital clinical information and other electronic storage media of information in healthcare facilities. Topics covered are e-Discovery, identity management, health information exchange, the legal medical record, the personal health record, confidentiality, privacy, and security that govern health care and institutional data on electronic media. Current trends and issues in electronic health information management (eHIM) are also included. Prerequisite(s): Graduate standing required. Cross listing: HIM 445.

HCI 680. CAPSTONE: APPLIED RESEARCH PROJECT (3).A capstone seminar including health care policy, integration technology into delivery settings, stakeholder relations, regulatory initiatives, health care workforce challenges, trends in IT adoption and completion of a research based project with a service component. Prerequisite: all HIIM coursework.

MSCI 610 and MSIA 672 courses are offered through the College for Professional Studies

MSCI 610 ETHICS IN INFORMATION TECHNOLOGY (3). This course illuminates ethical issues regarding information systems (access, data storage, data utilization). Focuses on developing a set of ethical standards for professionals in information technology.

MSIA 672. MANAGING A SECURE ENTERPRISE. (3). Provides the knowledge of designing and managing a secure healthcare enterprise. Includes aspects of enterprise security, physical security, disaster-recovery planning, regulatory compliance and business continuity planning. Cross listing: MSCT 672.

HEALTH SERVICES ADMINISTRATION (HSA)

HSA 601. LEADERSHIP AND ORGANIZATION DEVELOPMENT IN HEALTH CARE SETTINGS (3). Explores individual leadership qualities and organizational dynamics with emphasis on various elements of organization development including communication, culture, values, process redesigns, re-engineering, knowledge management and methods of assessing and diagnosing organizational effectiveness. Examines current leadership and organization theories and approaches used in dealing with organizational problem solving and assessment. Prerequisite(s): Graduate standing required.

HSA 602. STRATEGIC PLANNING AND DEVELOPMENT IN HEALTH SERVICES (3). Addresses the business planning process emphasizing strategic planning, business plan development and evaluation, advanced project management, and marketing research and strategy. Focuses on financial analysis, market projection, risk assessment, and implementation planning principles as applied to new or expanded services and/or other business opportunities. Prerequisite(s): Graduate standing required.

HSA 604. FOUNDATIONS OF HEALTH CARE ECONOMICS, ACCOUNTING AND FINANCIAL MANAGEMENT (3). Overviews macro and microeconomics in health care. Studies accounting theory in both the profit and non-profit health care organization for non-financial managers. Includes financial management and forecasting, budgeting, cost analysis/control and case management. Prerequisite(s): Graduate standing. NOTE: Requires student to have basic skills in use of electronic spreadsheets.

HSA 608. HEALTH CARE POLICY (3). Focuses on health care policy formation and evaluation. Learning activities will facilitate students' opportunities to learn about change, as a result of public policy and politics. Examines public health care policy emphasizing its relationship and application to advanced practice nursing, leadership roles in management, and education and models of health care delivery. Topics include history, trends, and issues in health care systems; legal issues; legislation and regulation; funding, planning, delivery, and evaluation of health care services to individuals and populations; and accessibility, quality and outcome issues. The policy and business practices developed by hospitals and other private institutions are not included in the course objectives. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s): Completion of NR 622 for online students. Admission to Graduate Program in Nursing or Permission of Director of Department of Graduate / Post-Licensure Program required. Cross listing: HSA 408 and NR 608.

HSA 610. HEALTH CARE DELIVERY SYSTEMS (3). Introduces the historical development and contemporary structure of health services in the United States. Examines a wide range of delivery settings and providers, the role of government and regulatory bodies, and sources of health care funding. Addresses national health policy and related current issues. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s): Graduate standing. Cross listing: HCA 410 or HIM 410, approval of academic advisor required.

HSA 612. INTEGRATED HEALTH CARE DELIVERY SYSTEMS (3). Examines the evolution and structure of integrated health care delivery systems from the perspectives of quality, access and cost. Explores issues related to urban versus rural settings, managed care, reimbursement, regulatory requirements and institutional accreditation. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HCA 412.

HSA 613. FUNDAMENTALS OF MANAGED CARE (3). Introduces the history, philosophy, business principles and current structure of the managed care industry. Explores concepts of capitation, managed care contracting, case management and utilization patterns. Examines issues related to regulatory requirements and national health policy. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HCA 413.

HSA 620. MARKETING AND PUBLIC RELATIONS IN HEALTH CARE SETTINGS (3). Explores the unique nature and role of marketing in the health care industry. Introduces marketing principles and techniques as applied in health care settings including environmental scanning, market research and marketing strategy. Discusses media, public relations and advertising strategies. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s):Approval of academic advisor required. Cross listing: HCA 420.

HSA 623. LEGAL ASPECTS OF HEALTH SERVICES (3). Studies the legal and ethical issues involved in the management and delivery of health care services and the interrelations between hospital, physician, and patient. Emphasizes law as it pertains to negligence, contracts, consents, confidentiality, risk management and current medical/legal issues. Explores the use of the health record as a legal document, privacy rights, corporate compliance, and peer review. Examines release of information, quality of documentation, and retention of records issues. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s):Approval of academic advisor required. Cross listing: HCA 423 or HIM 423.

HSA 624. QUALITY IMPROVEMENT IN HEALTH CARE SETTINGS (3). Provides a basic understanding of the history and theory of Quality Management techniques, tools and principles as applied in various health care settings. The interpretation and analysis of health care data as it relates to quality, safety, risk management, productivity, reimbursement and administrative decision-making is examined and practiced. Emphasizes the ongoing use of objective data and feedback to improve processes, systems and patient outcomes. The graduate component extends foundational knowledge of quality and safety processes through additional readings, case analysis and/or applied project work. Prerequisite(s): Graduate standing. Prerequisite(s): Graduate standing. Approval of academic advisor required. Cross listing: HCA 425 or HIM 425.

HSA 625 E-W. ADVANCED CONCEPTS IN QUALITY (3). Examines concepts related to the application of quality initiatives and strategies related to quality improvement in health care settings. Thematic topics for specific initiatives may include Lean Methodology concepts, Six Sigma, and other methods related to performance improvement in health care. Prerequisite(s): HAS 624 NOTE: Student must be graduate standing.

HSA 628. HEALTH CARE ECONOMICS (3). Provides an understanding of the elements necessary to apply basic microeconomic principles to the health care field. Emphasizes economic tools of particular relevance to health care, and to what degree the concepts are appropriate to deal with problems in this field. Demonstrates that economic analysis can provide pertinent and systematic insights into the workings of the health care system and the evaluation of health care policy. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s): Approval of academic advisor required. Cross listing: HCA 428.

HSA 630. MEDICAL PRACTICE MANAGEMENT (3). Explores issues in practice management in the ambulatory setting including settings staffed by advanced practice medical personnel. Topics include the organizational structure and management of a practice, coding, billing, and reimbursement procedures, marketing, contracting, budgeting and staffing as related to practice management. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HCA 430.

HSA 640. INTRODUCTION TO INTERPROFESSIONAL SPIRITUAL CARE (1). Provides a basic spiritual care foundation for providers. Using Ignation pedagogy, an interprofessional approach incorporates theory, observation and reflection. Clarifies roles of the spiritual care team. Cross listing: DPT 780P, NR 683, and PHRM 784.

HSA 641. INTERPROFESSIONAL SPIRITUAL CARE (2). Provides advanced spiritual care knowledge and application to clients. Based on Ignation pedagogy, includes an interprofessional approach with didactic and field components emphasizing spiritual care delivery. Field experiences include mentoring in various work-place settings. Prerequisite(s): HSA 640. Cross listing: DPT 781P, NR 684, and PHRM 785.

HSA 649. HEALTH CARE INFORMATION SYSTEMS (3). Introduces foundational knowledge and skills to participate in the design, selection, implementation and use of clinical and administrative information systems. Provides an overview of information systems in all health care settings with emphasis on electronic health record systems, data standards and data exchanges. Familiarizes the student with new and emerging technologies in the health care field. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s):Approval of academic advisor required. Cross listing: HCA 450 or HIM 450.

HSA 650. STRATEGIC MANAGEMENT OF TECHNOLOGY IN HEALTH SERVICES (3). Investigates methods for developing information management strategies, executive decision support systems, and infrastructure designs in health care organizations, emphasizing enterprise wide systems. Additional topics include development and use of data repositories, warehouse, outsourcing information technology services, financial impact of information technology on organizations, assessing/acquiring clinical and managerial computer systems. Prerequisite(s): HCA 450, HIM 450 or HSA 649. Graduate standing required.

HSA 652. HUMAN RESOURCE MANAGEMENT IN HEALTH CARE SETTINGS (3). Provides an understanding of the principles of human resource management in the health care environment. Emphasizes management techniques such as interviewing, training, career development, job analysis and design, performance evaluation, compensation and benefits, and employment law. Addresses trends in human resource management in health care. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Prerequisite(s): Approval of academic advisor required. Cross listing: HCA 452.

HSA 655. HEALTH INFORMATION RESOURCE MANAGEMENT (3). Explores skills necessary to identify information needs and uses through techniques of data flow analysis, data mapping, and assessment of the continuum of data integrity. Presents highly technical topics in a format accessible for non-information technology professionals. Topics include current industry trends and the impact on health information managers, technical elements of database structure and management, components of a comprehensive information management plan, including database planning inventory of data elements, data dictionary, data integrity, and data security. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HIM 455.

HSA 658. STRATEGIC AND PROJECT MANAGEMENT IN HEALTH CARE SETTINGS (3). Focuses on the general principles of project and strategic management. Introduces the project management body of knowledge (PMBOK) including project management software, task assignments, workflow analysis, project planning and the differences in managing IT projects vs. business and other projects. Process reengineering will also be investigated. The graduate component extends foundational knowledge through additional readings, case analysis and/or applied project work. Cross listing: HCA 458.

HSA 660. METHODS OF INQUIRY AND RESEARCH (3). Examines qualitative and quantitative research assumptions, design, methods and ethical considerations as applied in health services research. Reviews statistical methods and tools, critique of published findings, data evaluation, analysis and presentation. Explores advanced concepts in health care outcomes and operations research applications. Prerequisite(s): Graduate standing.

HSA 663. ADVANCED CONCEPTS OF HEALTH CARE FINANCE (3). Provides application based case studies for cost utilization, financial forecasting, budgeting and analysis, cash management techniques, and planning models and applies these concepts to management practice in the health care industry. Includes financial management and forecasting, statement preparation and analysis, cost analysis and control and case management. Prerequisite(s): HSA 604 and approval of academic advisor required. NOTE: Basic skills in use of electronic spreadsheets required.

HSA 670. BIOSTATISTICS AND HEALTH DATA ANALYSIS (3). Examines skills and knowledge necessary to manage and analyze biomedical data. Reviews statistics used for decision-making, population health assessment, and inferential research analysis. Uses common statistical software to conduct analysis, interpret results and draw conclusions. Prerequisite(s): Permission of instructor required.

HSA 672. MANAGING PATIENT SAFETY AND ORGANIZATIONAL RISK (3). Examines the practical and ethical dimensions of patient care and organizational leadership in the context of patient safety and risk management. Identifies common concepts and applicable tools in risk management and quality improvement. Investigates the role of professional codes, regulatory requirements, the legal environment, practice standards, institutional policies and procedures, organizational culture and societal norms in managing patient safety and organizational risk. Students gain competency in the identification, measurement, analysis and response to patient safety issues and organizational risk. Prerequisite(s): Graduate standing required.

HSA 674. CURRENT AND EMERGING THEORIES IN QUALITY AND PATIENT SAFETY (3). Examines the skills and knowledge necessary to conduct a quality improvement or patient safety project. Develops a working knowledge of key priorities in health care quality and patient safety through a practicum with a quality professional. In addition, current and emerging theories in quality and patient safety will be explored. Prerequisite(s): Graduate standing required.

HSA 675. COMMUNICATION IN HEALTH CARE SETTINGS (3). Enhances communication skills needed in business and professional contexts. Focuses on developing a working knowledge of theory and skill for written communication, interpersonal communication, meetings and presentations. Effective communication skills for dealing with physicians, patients, families, as well as other internal and external parties will receive special attention. Students will gain a working knowledge of critical thinking and problem resolution skills. Prerequisite(s): Graduate standing required.

HSA 680. CONTEMPORARY ISSUES IN HEALTH SERVICES DELIVERY SYSTEMS (3). A Capstone seminar examining contemporary issues in health services delivery systems. Topics include integration of delivery settings, managed care trends, stakeholder relations, health policy, regulatory initiatives, health care workforce, health promotion, and complementary medicine. Includes presentation of the master's project. Prerequisite(s): HSA 696. Graduate standing required.

HSA 681E-W. SPECIAL TOPICS IN HEALTH SERVICES ADMINISTRATION (3). Advanced study within a focused topic or area of practice related to health services administration under the direction of an assigned instructor. The student may select a new/established module or modify an established module through development of an individualized learning contract. Prerequisite(s): Graduate standing required.

HSA 682. FOUNDATIONS OF GLOBAL HEALTH (1). Examines the growing body of knowledge, scholarship, and engagement in global health. Challenges students in the health professions to become engaged leaders to help address growing global health disparities. Co-requisite: HSA 683. Cross listing: NR 681, DPT 780M, and DPT 781M. NOTE: Majors only.

HSA 683. FOUNDATIONS IN GLOBAL HEALTH II (2). Expands on Foundations of Global Health I and exams the growing body of knowledge, scholarship, and engagement in global health. Challenges students in the health professions to become engaged leaders to help address growing global health disparities. Co-requisite: HSA 682. Cross listing: NR 682.

HSA 690E-W. INDEPENDENT STUDY IN HEALTH SERVICES ADMINISTRATION (1-4). Topics by arrangement with individual faculty. Prerequisite(s): Majors only and approval of academic advisor required.

HSA 696. MASTER'S PROJECT IN HEALTH SERVICES ADMINISTRATION (3). Examines a current health care organization/system issue or problem. Students may work in conjunction with or at a particular agency to investigate and collect data on the problem. The final project, both in written and oral form, exhibits appropriate communication skills, evidence of critical thinking and problem solving skills, and a dedicated understanding/ cohesive description of the issue. Prerequisite(s): Graduate standing required.