

## GRADUATE HEALTH CARE BUSINESS COURSE DESCRIPTIONS

### **MB 798 Fundamentals of Scholarly Writing in APA**

#### **One semester hour**

This course focuses on scholarly writing with specific emphasis on APA style. Students will refine their writing skills and apply APA style rules in a scholarly research paper.

### **MB 799 Graduate Roles and Ethics in Leadership**

#### **Two semester hours**

This course provides a framework for the transition to graduate education and serves as a foundation for the graduate program at Clarkson College. The course provides an overview of the Clarkson College online platform. It includes a preview of the instructional methods and format of the courses, as well as special features within the online campus. In addition, the foundation for effective managers and leaders will be placed in the study of how leaders have the power to do significant good or harm. Leadership theories studied include authentic, servant, transformational and sustainability. Elements of character, as well as ethical perspectives and decision-making are presented.

**Prerequisite:** Admission into the MHA program or a Post-Master's MHA Certificate.

### **MB 802 Health Care Delivery Systems and Managed Care**

#### **Three semester hours**

This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professionals and health services financing. HMOs, PPOs and POS plans will be reviewed. Additionally, managed care functions and contracting will be discussed. Primary focus throughout the continuum will be leadership challenges associated with access, quality and cost of care by investigating the delivery of quality care to consumers.

**Prerequisite:** MB 798, MB 799.

### **MB 808 Health Care Leadership**

#### **Three semester hours**

This course will introduce students to classical and current views of leadership. Students will gain a foundation in theories and models of leadership and assess their own leadership style. Special focus on the unique issues of leadership in health care is presented and discussed. As a designated service course, students will volunteer their time and observe the leadership in a non-profit organization.

**Prerequisite:** MB 798, MB 799.

### **MB 809 Health Care Business Law and Ethics**

#### **Three semester hours**

This course provides various ethical frameworks and an overview of the U.S. legal system as basis for analyzing health care issues that affect health care institutions, individual patients and health care providers. Overall legal-ethical issues common to health care administration

are reviewed. Selected complex health care ethical dilemmas, such as right to life, right to die and health care allocation are examined.

**Prerequisite:** MB 798, MB 799.

### **MB 810 Human Resources and Organizational Behavior**

#### **Three semester hours**

An understanding of individual's behavior and group dynamics is a critical part of the present and future success of health care executives. These executives need to be able diagnose and understand the root causes of behavioral workplace problems such as poor communication, lack of employee motivation, poor performance, high turnover, conflict and stress. Among the topics covered are individual perceptions and attitudes, diversity, communication, motivation, leadership, power, stress, conflict, conflict management, negotiations, group dynamics, team building, managing organizational change and human resources.

**Prerequisite:** MB 798, MB 799.

### **MB 811 Health Care Communications**

#### **Three semester hours**

This course will develop the ability to effectively apply the interpersonal and organizational communication skills provided in course theory and practice. Students will be expected to demonstrate practical application of information in many ways including interpersonal, small group, organizational and public communication. Attitudes and behaviors will also be addressed in a variety of organizational and community situations which health care leaders must face.

**Prerequisite:** MB 798, MB 799.

### **MB 823 Health Care Strategic Planning and Marketing**

#### **Three semester hours**

This course provides students with comprehensive attention to strategic practices necessary for future development and survival of a health care organization. Strategic planning and integrated marketing practices serve as the foundation of building a strong infrastructure for effective operations. How health care organizations relate to their external environment will help students to understand the forces that shape the organization under their leadership. The student will also learn how to foster external and internal customer service practices for relationship building as well as support and execution of governance decisions.

**Prerequisite:** MB 798, MB 799.

### **MB 827 Finance for Health Care Leaders**

#### **Three semester hours**

This class examines the financial and budgetary concepts as applied in the management of health care organizations. Topics will include capital acquisitions, cost of capital and capital structure, capital allocation, financial analysis, financial forecasting and use of various financial instruments. Hands-on learning is provided by analyzing health care-specific case studies.

**Prerequisites:** MB 798, MB 799; Undergraduate accounting/finance or experience strongly recommended.

### **MB 834 Health Care Quality and Regulatory Issues**

#### **Three semester hours**

Leading and sustaining effective change efforts are a primary responsibility of leaders. This course will provide students with the tools and techniques of leading continuous quality improvement (CQI) of clinical and organizational efforts within a facility. An emphasis on how to develop the processes of in-depth investigation of various areas of internal

operations will be presented. Specific focus will be on skill development associated with selecting and implementing various CQI tools. Students will demonstrate correct usage on a specific organizational change effort within a health care organization.

**Prerequisite:** MB 798, MB 799.

### **MB 836 Health Care Project Management**

#### **Three semester hours**

This course focuses on project portfolio management and the alignment of project objectives with organizational strategic objectives. Tools and methods of project portfolio management will be introduced, and topics such as project management office (PMO), program management, and essential tools and techniques of project management will also be covered.

**Prerequisite:** MB 798, MB 799.

### **NS 847 Applied Statistics**

#### **Three semester hours**

An in-depth coverage of the strategies involved in data analysis, including statistical procedures and interpretation of data for research. Students will apply knowledge of descriptive, parametric, non-parametric, univariate and selected multivariate approaches to data analysis. Emphasis will be on interpretation of statistical results and on evaluation of published research and its applicability to health care. Each student is expected to be familiar with common terminology and with use of descriptive and inferential statistical techniques, including probability, chi-square, student t analysis of variance, rank sum, Mann Whitney U, median test, sign test and correlation.

**Prerequisite:** MB 798, MB 799; *Undergraduate statistics is recommended.*

### **MB 849 Research Methods and Analysis**

#### **Three semester hours**

The research process is examined in detail. Various research designs, both qualitative and quantitative, are analyzed in addition to exploring the relationship between research and practice. Furthermore, the course will prepare the student to critique published research studies, both qualitative and quantitative, and to apply research finding appropriately to practice. This course also provides an in-depth review of the strategies involved in data analysis, including statistical procedures and interpretation of data for research. Emphasis will be on interpretation of statistical results and on evaluation of published research and its applicability to health care.

**Prerequisite:** MB 798, MB 799; *Undergraduate statistics is recommended.*

### **MB 851 Health Care Economics**

#### **Three semester hours**

This course explores the economics of the health care system in the United States by examining the demand for health care services, the behavior of health care providers, the influence of government policies, and the relationship between health care services and population health levels. Established health care systems and their potential for change in both the United States and other countries are considered in the context of current policy concerns.

**Prerequisite:** MB 798, MB 799.

### **MB 903 Internship**

#### **Three semester hours**

Students will be expected to identify an organization in which they will spend time under the supervision of a selected mentor to apply the leadership strategies and techniques learned

throughout the program. The internship will consist of the supervised leadership duties by a designated mentor who will facilitate students' health care career knowledge.

**Prerequisite:** All major courses.

**Note:** Students may be required to meet certain health and safety standards set by the agency providing the internship.

### **MB 904 Capstone Project I**

#### **One semester hour**

This course is the first of three courses culminating in a scholarly capstone project. This scholarly experience synthesizes relevant domains of knowledge and makes a contribution to generation or application of knowledge to enhance practice, education, theory or policy. Each student will complete a problem statement and a literature review according to established requirements of the project.

**Prerequisite:** All major courses or permission from program director.

### **MB 905 Capstone Project II**

#### **One semester hour**

This course is the second of three courses culminating in a scholarly capstone project. This scholarly experience synthesizes relevant domains of knowledge and makes a contribution to generation or application of knowledge to enhance practice, education, theory or policy. The student will build on the material completed in MB 904 and will complete data gathering components for the scholarly project.

**Prerequisite:** MB 904 or concurrently.

### **MB 906 Capstone Project III**

#### **One semester hour**

This course is the final of three courses culminating in a scholarly capstone project. This scholarly experience synthesizes relevant domains of knowledge and makes a contribution to generation or application of knowledge to enhance practice, education, theory or policy. The student will build on the material completed in MB 904 and MB 905 and will complete the scholarly project. An oral presentation of the scholarly project is also required. In addition to the completion of the capstone project, the student will also complete a set of comprehensive case studies designed to evaluate the student's mastery of the health care administration field.

**Prerequisite:** MB 905 or concurrently.

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## UNDERGRADUATE HEALTH CARE BUSINESS COURSE DESCRIPTIONS

### **BU 104 Basic Computer Applications**

#### **Three semester hours**

This course is to build proficiency skills in the Microsoft Office software suite, including word processing, spreadsheet, and database creation and presentation software applications. The current Microsoft Office software is used as the standard for this course.

### **BU 108 Introduction to Long-Term Care Services**

#### **Three semester hours**

This course is an introduction to the functional and organizational structures common to long-term health care facilities. The course examines the departments in long-term care facilities (nursing, environmental services, nutrition services, etc.), chain of command, personnel, regulatory requirements, quality indicators, and the role of the long-term care administrator.

### **BU 121 Survey of Economics**

#### **Three semester hours**

This course is a study of the basic operations of the U.S. economy. Survey of Economics focuses on the most important tool in economics—supply and demand analysis—and applies it to clearly explain real-world economic issues. The course presents a straightforward and unbiased approach to the application of basic core principles of micro-, macro- and international economics.

### **BU 130 Principles of Financial Accounting**

#### **Three semester hours**

This course is designed to provide a basic understanding of financial accounting including introductory accounting theory, concepts, principles and procedures. It presents the theory of debits and credits, journals, the accounting cycle, notes and interest, receivables and payables, accruals and deferrals, valuations of assets and liabilities and the preparation of basic financial statements.

### **BU 199 Principles of Managerial Accounting**

#### **Three semester hours**

This course introduces managerial accounting concepts and models and illustrates the use of cost accounting data as a tool for planning, control and decision-making. Topics such as cost behavior, cost allocation, product costing, budgeting, performance management, responsibility accounting, financial information analysis and relevant costs/benefits will be included. Ethical challenges in managerial accounting will also be examined.

**Prerequisite:** BU 130 recommended.

### **BU 204 Advanced Computer Applications**

#### **Three semester hours**

Using Microsoft Office computer software, this course will cover advanced applications in Microsoft Word, Excel and Access in depth. The creation of pivot tables and performing queries are the types of applications learned. The course stresses the use of these applications in a health care environment.

**Prerequisite:** BU 104.

### **BU 210 Business Communications**

#### **Three semester hours**

This course is an introduction to business communication. Topics such as writing styles, research methods, report writing and cross-cultural communication are examined.

Additionally, students study the job search process, how meetings are conducted, personality typing, and negotiating and technological devices that assist in business communication. Oral reporting and presentation skill are also covered.

### **BU 211 Business and Health Law**

#### **Three semester hours**

This course focuses on the local, state and federal laws that impact business operations of health care delivery. Special emphasis will be given to those laws that directly affect the development of health care businesses and the laws which affect health care delivery such as the Americans with Disabilities Act (ADA), the Civil Rights Act of 1964, Organ Donation Legislation, Informed Consent Legislation and the Health Insurance Portability and Accountability Act (HIPAA).

### **BU 218 Long-Term Care Laws and Regulations**

#### **Three semester hours**

This course is an examination of the types and sources of law relating to the long-term care facilities and assisted living centers by studying federal, state, local statutes and regulations, including legal and criminal liabilities. The course will detail documentation standards required for LTC facilities.

### **BU 240 Health Care Delivery Systems**

#### **Three semester hours**

This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professions and health services financing. HMO, PPO and POS plans will be reviewed. Additionally, managed care functions and contracting will be discussed.

### **BU 246 Health Care Economics**

#### **Three semester hours**

This course explores the economics of the health care system in the United States by examining the demand for health care services, the behavior of health care providers, the influence of government policies, and the relationship between health care services and population health levels. Established health care systems and their potential for change in both the United States and other countries are considered in the context of current policy concerns.

**Prerequisite:** BU 121.

### **BU 306 Principles of Management**

#### **Three semester hours**

This course is designed as an introduction to management, specifically applied to health care settings. As such, it will provide you with an overview of the many functions managers must perform. Students will come away with a firm understanding of the role of a manager within a health care organization. You will learn about the science of management by discovering what researchers have found in relevant fields like decision making, communication, strategic management and human resource management. Furthermore, as we discuss the findings of researchers who investigate the science of management, we will also discuss how you can use this information as you practice the art of management, and you will have the opportunity to practice through applied, in-class discussion questions, case studies and other projects.

**BU 310 Revenue Cycle Management****Three semester hours**

This course will discuss information about all U.S. health care payment systems and examine complex financial systems within today's healthcare environment. The student will explore health insurance and public funding programs, managed care contracting, how services are paid and how payment systems function. The student will be introduced to concepts regarding the Centers for Medicare & Medicaid Services (CMS), electronic bill submission, pay for performance, MS-DRGs, present on admission (POA) and hospital-acquired conditions (HAC), and prospective payment systems.

**BU 320 Human Resources Management****Three semester hours**

Human Resources Management focuses on the principles and techniques of personnel administration. This includes regulatory, legal and ethical issues in human resources management, as well as practical application.

**BU 326 Principles of Marketing****Three semester hours**

This class is the study of theory and application of the marketing mix with an emphasis on marketing health care services internally and externally. Each component of the marketing mix will be examined separately as well as the interactive nature of components. We will include the impact of qualitative and quantitative data analysis on marketing decisions.

**BU 329 Operations Management****Three semester hours**

This course focuses on the theories and practices of operations management in relation to health care. Product, process and service design will help to develop organizational action plans, implement customer service initiatives and develop protocols to help foster organizational success.

**BU 344 Business Finance****Three semester hours**

This course will introduce students to the most important principles and applications of health care finance, and presents the financial models for financial statement analysis, working-capital management, sources of financing, costs and cost behavior, budgeting and capital investment decisions. The focus is on health care finance as practiced within health care providers: hospitals, medical practices, clinics, home health agencies, nursing homes and managed care organizations. Issues unique to the health care industry will be discussed and analyzed.

**Prerequisite:** BU 130 recommended.

**BU 371 Organizational Behavior****Three semester hours**

This course focuses on the theories and practices of organizational behavior. Individual and group behaviors in organizations are addressed. Organizational dynamics and development of work environments that foster successful team-building are studied. Case studies are used to enhance the learning experience.

**BU 420 Long Term Care****Three semester hours**

This course is designed for the student going into the Long Term Care field and/or management. There are distinct differences in managing Long Term Care facilities compared to other hospital and health care institutions. The student will learn the fundamentals of

management in the LTC arena. This course also focuses on how to work with the culture, clients, families and regulatory constraints that play a part in the long term care environment.

### **BU 425 Project Design and Management**

#### **Three semester hours**

Students will learn project management in this course. Concepts of planning, resource allocation, design, implementation and assessment of various tools and software programs will be used in the project management processes.

### **BU 442 Strategic Planning**

#### **Three semester hours**

This course examines the use of several strategic management tools to formulate, implement, and evaluate cross-functional decisions that enable an organization to achieve its objectives. This course is designed to integrate all previous courses in business to arrive at overall decision-making within an organization.

### **BU 470 Issues and Policies in Public Health**

#### **Three semester hours**

This course focuses on current health policy issues and public health. Students will learn about the origins and development of the public health system. They will also learn how the U.S. health system is organized at the federal, state and local levels. Additionally, public health activities such as epidemiological investigations, biomedical research, environmental assessment and policy development will be explored. Finally, students will learn how health policy is created and some current health policy issues that legislators are struggling with including the rise in health care expenditures, the nursing shortage, malpractice premiums, health insurance reform and tax status for nonprofit hospitals.

### **BU 496 Professional Practice Experience/Internship**

#### **Three semester hours**

This course provides field experience in a health care organization under the supervision of selected health care administrators and faculty. This is an opportunity to apply classroom knowledge to real-world business with emphasis on health care.

**Prerequisite:** Last semester of study and permission of the program director.

**Note:** Students may be required to meet certain health and safety standards set by the agency providing the internship.

### **BU 498 Long-Term Care Administration Practicum**

#### **Three semester hours**

This course provides field experience in a long-term care organization under the supervision of selected health care administrators and faculty. This is an opportunity to apply classroom knowledge to real-world business with emphasis on health care. This course will allow the student to start working toward the required practicum hours for long-term care administrators.

**Prerequisite:** Last semester of study and permission of the program director.

**Note:** Students may be required to meet certain health and safety standards set by the agency providing the internship.



**HM 163 Introduction to Health Information Management****Two semester hours**

This is an introductory course into the health information management profession. An overview of health care delivery systems and how the HIM profession relates to health care delivery will be explored. The course will also cover health information technology functions and various HIM personnel specializations.

**HM 164 Health Information Management Applications****Three semester hours**

This course discusses the content and structure, as well as the various functions of health records. This course also addresses topics such as storage and retrieval of information, indexes/registries, documentation requirements, accreditations and licensures, as well as utilizing the virtual lab for topics such as the master patient index and deficiency analysis.

**Prerequisites:** *HM 163 or concurrent.*

**HM 224 Anatomy and Physiology for HIM****Four semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. The course focuses on the structure of organs and their relationship to one another. The course also examines how organs function.

**Prerequisite:** *GEN 105 or concurrent.*

**HM 230 Coding I: Foundation of Coding****Three semester hours**

This course is an introduction to ICD-10-CM. This class will focus on appropriate use of the codebook and the principals of appropriate diagnosis code selection using ICD-10-CM. Students will be introduced to official coding reference material, encoder software and regulatory concepts such as MSDRGs, DRGs, APCs, etc. The class will also introduce ICD-9-CM as a legacy system.

**Prerequisites:** *GEN 105 and HM 224; HM 324 and HM 164 recommended.*

**HM 266 Health Care Statistics****Two semester hours**

This course is the study of the methods/formulas for computing and preparing statistical reports in the health care setting. Emphasis will be placed on descriptive statistics and presenting statistical data.

**Prerequisite:** *HM 163.*

**HM 280 Electronic Health Record****Two semester hours**

One of the most unifying practices of modern health care delivery is centered around the development of the electronic medical record. This course offers a broad foundation in health care models and legal policy perspectives, multiple user information requirements, and strategies for mounting and managing organizational initiatives regarding the electronic medical record.

**HM 304 Pharmacology and Drug Administration****Three semester hours**

This course is a study of pharmacological concepts and practices including theory and practice of drug administration. Legal and ethical issues of medication are also covered.

**HM 324 Disease Process****Four semester hours**

This course is designed to study the nature and causes of disease. This includes the study of the etiology, signs and symptoms, diagnostic evaluation procedures, complications, treatment, management, prognosis and advanced medical terminology. Through class discussion and assigned case studies, students apply their knowledge and utilize their critical thinking and problem-solving abilities.

**Prerequisites:** GEN 105 or concurrent.

**HM 331 Coding II: Principles of Coding****Three semester hours**

This class will focus on appropriate use of the CPT codebook and application of CPT coding guidelines for appropriate procedure code and modifier selection. Lessons on HCPCS Level II coding are included. Students will be introduced to coding from operative reports and medical records. Assignment of diagnosis and procedure codes using ICD-9-CM will also be reviewed.

**Prerequisite:** HM 230.

**HM 332 Coding III: Principles of Coding****Three semester hours**

This course is an advanced course in ICD-10-CM/PCS and CPT. This class will also discuss reimbursement systems, case mix index, physician queries and present on admission indicators. To develop their skills, students will use the ICD-10-CM/PCS books, CPT book and/or encoders to code physician office, ambulatory and facility records.

**Prerequisite:** HM 331.

**HM 342 Health Care Information Systems****Three semester hours**

This introductory course provides an overview of health care computer information systems. Topics related to hardware, software and operating systems will be explored and discussed. In addition, students will examine high-level information related to data management, systems development, the application and integration of information technology and the management of computer systems in a health care setting.

**Prerequisite:** HM 280.

**HM 344 Legal and Compliance Issues****Three semester hours**

This course provides an in-depth review of the legal requirements regarding health records and an introduction to the health care regulatory environment, including a review of federal fraud and abuse laws, Anti-kickback, Stark, HIPAA, Sarbanes/Oxley, JCAHO and CMS standards. You will learn the essential elements of an effective compliance program and the tools necessary to implement and maintain a health care compliance program.

**HM 367 Professional Practice Experience****Three semester hours**

This course is used to provide students an opportunity to practice the skills learned within the program curriculum. The course will be split into two distinct sections. Students will utilize the course as a lab course for the first six weeks and as a clinical course for the last portion of the semester. Students will gain experience in all types of health care settings.

**Prerequisites:** BU 204, HM 164 and HM 331.

**HM 410 Quality Management and Process Improvement****Three semester hours**

This course studies issues in the management of quality in health care which span the various clinical and administrative disciplines and must be approached from a variety of perspectives. This course will prepare students to apply performance improvement data analysis and presentation tools.

**HM 443 Advanced Health Care Information Systems****Three semester hours**

This course will emphasize the planning and management of health care information systems and its strategic alignment with organizational objectives. Major clinical applications, information architectures, data storage, data retrieval, data analysis, current trends and emerging technologies will be covered. Course topics will focus on standards, security, legal and ethical issues related to the use and management of information systems.

**Prerequisite:** HM 342.

**HM 440 Database Design and Management****Three semester hours**

This course is designed to give students a foundation in practical database design and implementation. Topics related to data modeling, database design, database inquiry/manipulation, database implementation, security and management will be covered with emphasis on relational database systems.

**Prerequisite:** BU 342.

**HM 445 Health Information Technology Assessment****One semester hour**

This assessment course is designed as a review for the RHIT certification exam. Through this course, you will register for and complete the RHIT certification exam through AHIMA's early testing option.

**Prerequisite:** Last semester of study.

**HM 447 Health Information Administration Assessment****One semester hour**

This assessment course is designed as a review for the RHIA certification exam. Through this course, you will register for and complete the RHIA certification exam through AHIMA's early testing option.

**Prerequisite:** Last semester of study.

**HM 496 Professional Practice Experience/Internship****Three semester hours**

This course provides field experience in a health care organization under the supervision of selected health care supervisors and faculty. This is an opportunity to apply classroom knowledge to real-world HIM experiences.

**Prerequisite:** Last semester of study or permission of the program director.

**Note:** Students may be required to meet certain health and safety standards set by the agency providing the internship.

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