Master of Health Administration Program

PROGRAM MANUAL

ACADEMIC YEAR: 2018-2019

THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

The Program

work in a wide range of positions and organizations. The program is designed to: 1. Prepare individuals to enter healthcare management and leadership positions; 2. Enhance the performance of individuals employed in healthcare management and leadership positions but who lack academic training and credentials; 3. Prepare individuals to enter or advance in a variety of

The University

The University of Scranton is a private, Catholic co-educational institution with a student body and faculty made up of a variety of religions and faiths. Founded in 1888 as Saint Thomas College, the school received its University status in 1938. In 1942, Scranton became the twenty-fourth of twenty-eight Jesuit schools in the United States. Full-time undergraduate enrollment is evenly divided between male and female and numbers approximately 3500, with students from 27 states and over 10 foreign countries. About 80 percent of the undergraduate enrollment comes from out of the region. The University has three colleges and schools, one of which is the J.A. Panuska College of Professional Studies (PCPS) that includes the graduate health administration program.

Mission

The mission of the MHA Program is primarily to provide health administration education and secondarily to provide health administration scholarship and service. The Program provides local, regional, and international students (full-time and part-time) a comprehensive, practical, and interdisciplinary set of core competencies, knowledge, skills, and values for health administration jobs in a variety of health-related organizations. The Program provides practical scholarship, including publications and presentations, to disciplines related to health administration. The Program provides both voluntary and consultative service to the university, communities, health professions, and health-related

while reflecting Jesuit ideals.

Vision

The vision of the University of Scranton MHA Program is to achieve and to be known for excellence in health administration education, scholarship, and service.

Values

The MHA program, in pursuit of its mission and vision, values the following:

field replacement. Collectively, it either to host the "Fit further Professior Advisinig Teams" will serve as the

Executive in Residence (EIR) Program. The purpose of the program is to assist our students with the practical

2. LEADERSHIP

B. Foster an environment of mutual trust
C. Create an organizational climate that encourages teamwork
D. Knowledge of own and others' cultural norm
E. Encourage a high level of commitment to the purpose and values of the organization
F. Build trust and cooperation between/among stakeholder

3. PROFESSIONALISM

A. Understand, Uphold and act upon ethical and professional standards.
B. Professional societies and memberships
C. Network with colleagues

Applications are accepted, processed, and acted upon for a Fall admissions process. This means there is no specific application deadline. Instead, the Program and Admission's Office handle applications when they are submitted. International students should apply by June 1st, preferably sooner, to allow time to obtain visas. An applicant must be accepted by the Admissions Office before starting coursework.

Accelerated Program Admission Standards

A student who has achieved an overall Grade Point Average of:
  3.4 after 64 semester hours
  3.3 after 80 semester hours
  3.2 after 96 semester hours

- Completing the online Application for Graduate Admission;
- Completing a prospectus of study leading to the completion of undergraduate degree and graduate degree requirements (see following not);
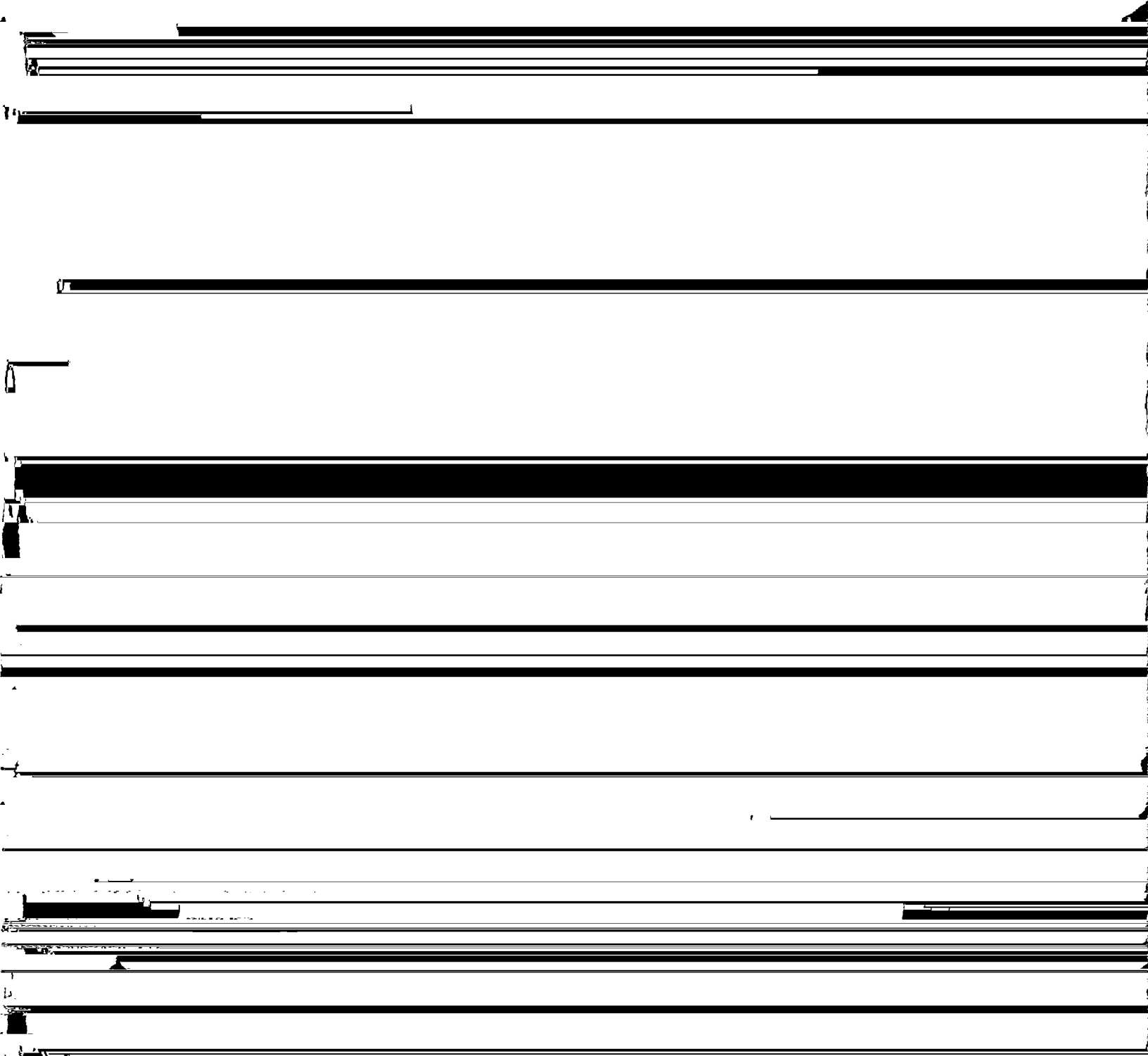
Writing Center Services

 The Writing Center focuses on helping students become better writers. Consultants will work one-on-one with students to discuss students' work and provide feedback at any stage of the writing process. Scheduling appointments early in the writing progress is encouraged. To meet with a writing consultant, call (570) 941-6147 to schedule an appointment, or send an email with your available meeting times, the course for which you need assistance, and your phone number to: writing-center@scranton.edu. The Writing Center does offer online appointments for our distance learning students. Please contact Amye Archer at amye.archer@scranton.edu for more information
See the University of Scranton's **Academic Code of Honesty**.

Transfer Credits

Grading System

The MHA program uses the Graduate School grading system:

A	=	Superior/Outstanding (4.00 quality points)
A-	=	Excellent (3.67 quality points)
B+	=	Very good (3.33 quality points)
B	=	Good (3.00 quality points)
B-	=	Fair (2.67 quality points)
C+	=	Passing (2.33 quality points)
C	=	Minimal passing grade (2.00 quality points)
F	=	Failing (0 quality points)

Standards of Progress

All students must have a cumulative grade point average (GPA) of at least 3.0 to graduate. In addition, all students must maintain a cumulative GPA of at least 3.0 to remain in good academic standing. A student whose cumulative GPA drops

Forms

All forms can be downloaded from the GCE Office website (www.scranton.edu/academics/GCE (click on Forms & Resources).

- Transfer of Credit [to request evaluation of courses for transfer into program]
- Application to Defer Tuition Payment [to defer payment of tuition based on employer reimbursement]
- Reader [to register for internship, directed study, reader course, and any course not on current schedule]
- Application for Degree [to apply to graduate; submitted when registering for the semester in which the student plans to graduate]
- Registration Form [to register for courses]
- Schedule Change [to change a course after registering; also to change name, address, phone number, etc.]

Orientation

MHA Alumni

Alumni work in a wide range of healthcare organizations locally and in other states, including: Aetna US Healthcare; American Lung Association of NJ; Allied Services; Beverly Health Care; Blue Cross of NEPA; Children's National

Medical Hospital; CIGNA Health Care; Community Medical Center; Geisinger Health System; Greater Hazelton Health Alliance; Hazleton St. Joseph Medical; Heritage Alliance; HIP Health Plan of New York; Kaiser Permanente; Lehigh Valley Hospital; Lourdes Hospital; Lovelace Health Systems; Marian Community Hospital; Mercy Health Systems; Moses Taylor Hospital; Northeast Regional Cancer Institute; Our Lady of Lourdes Hospital; Oxford Health Plans; St. Luke's-Roosevelt Hospital, and the Washington Regional Transplant Consortium.

Department of Health, Administration & Human Resources   570-941-4350

(all courses are 3 credits unless noted differently)

Core Courses - 41 credits required

HAD 500 - Health Care Organization and Administration*
HAD 501 - Health Care Financial Management 1*
HAD 502 - Health Care Law
HAD 504 - Human Resources Management
HAD 505 - Health Care Statistics and Research Methods*

HAD 509 - Administrative Issues

Typical Course Sequence

Year 1	Course	Credits
Fall	HAD 501 - Health Care Financial Management I*	3
	HAD 504 - Human Resources Management	3
	HAD 519 - Health Services and Systems*	3
Spring	HAD 500 - Health Care Organization and Administration*	3
	HAD 505 - Health Care Statistics and Research Methods*	3
	HAD 521 - Health Care Financial Management II	3
Summer	HAD 522 - Health Care Operations and Quality	3
	HAD 523 - Health Care IT Management	2
	HAD 525 - Health Care Ethics	3
	Elective**	

Year 2		
Fall	HAD 502 - Health Care Law	3
	HAD 508 - Leadership in Health Care Organization	3
	HAD 5 5 - Health Care Planning and Marketing	3
	Fieldwork***	
Intersession	Elective**	
Spring	HAD 506 - Health Care Economics and Policy	3
	HAD 509 - Administrative Issues	3
	Elective**	
	Field k***	

Summer	Fieldwork***	

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*   Foundation courses – needed as prerequisites

Master of Health Administration
Typical Course Sequence
Part-Time

Year 1	Course	Credits
Fall	HAD 501 - Health Care Financial Management 1*	3
	HAD 519 - Health Services and Systems*	3
Spring	HAD 500 - Health Care Organization and Administration*	3
	HAD 505 - Health Care Statistics and Research Methods*	3
Summer I/II	HAD 525 - Health Care Ethics	3

Year 2

	Course	Credits
Fall	HAD 504 - Human Resources Management	3
Intersession	Elective**	
Spring	HAD 506 - Health Care Economics and Policy	3
	HAD 521 - Health Care Financial Management II	3
Summer I/II	HAD 522 - Health Care Operations and Quality	3
	Elective**	
	Fieldwork***	

Year 3

Master of Health Administration
Typical Course Sequence
Combined BS/MHA

<u>Senior Year</u>	<u>Course</u>	<u>Credits</u>
Fall Semester		
	HAD 501 - Health Care Financial Management I*	3
	HAD 519 - Health Services and Systems*	3
Spring Semester		

<u>Grad Year 1</u>

Fall

	HAD 502 - Health Care Law	3
	HAD 504 - Human Resources Management	3

Master of Health Administration (MHA)
Global Health Specialization: Global Health
Typical Course Sequence

	Course	Credits
Year 1		
Fall Semester	HAD 501 - Health Care Financial Management I*	3
	HAD 519 - Health Services and Systems*	3
Intersession Semester	HAD 517 – Global Health Management*	3
Spring Semester	HAD 500 - Health Care Organization and Administration*	3
	HAD 505 - Health Care Statistics and Research Methods*	3
	HAD 596 – European Health Systems ** (Study Abroad/May)	3
	HAD 521 - Health Care Financial Management II	3
	HAD 523 - Health Care IT Management	2

COURSE DESCRIPTIONS

<u>Credits</u>

HAD 500   **Health Care Organization and Administration**   3

issues, compensation, staffing, billing, collections, reimbursement mechanisms, and governance. The course also examines PHOs, HMOs, SDOs, MSOs and other integrated delivery networks, organizations and systems affecting physicians.

HAD 513   **Long Term Care Administration**   **3**
Operation and administration of long term care facilities. Differences between acute and long term levels of care, types of long-

HAD 581   Administrative Residency   **8**

A 1,000 hour fieldwork experience in a senior management position. Normally involves exposure to all major operating functions and contacts with department heads, administrative staff and medical staff. Includes exposure to governing-board functions, governmental forces and community influences. The resident is assigned projects of increasing complexity and importance and is expected to have an assigned preceptor. A major project is required. The residency is usually completed during two semesters. Prerequisite, 44 core credits completed.

HAD 582   Directed Study   **1-3**

Allows the student to pursue an area of interest under the guidance of a faculty member. Approval by the Program Director is required. Prerequisite, six core credits completed.

PROGRAM FACULTY

The faculty bring real-world work experience plus doctoral education to the Program. The departmental faculty have held full-time administrative positions in health organizations prior to their current academic positions, so they teach from

continuing education to stay current in their fields.

FULL-TIME DEPARTMENTAL FACULTY

Gunjan Bansal, NHA, MHA, MBBS
Faculty Specialist
Health Administration Programs
McGurrin Hall, Room 225

William Miller, Ph.D., MHA
Faculty Specialist
Health Administration & Human Resources Program
McGurrin Hall, Room 223

ADJUNCT FACULTY

John Appleton, J.D. Attorney Nogi, Appleton, Weinberger & Wren, PC Scranton, PA	*Joseph Fisne, M.S.* Associate Vice President/IT Geisinger/Community Medical Center Scranton, PA
Barbara Bossi, RN, FACHE Healthcare Consultant Scranton, PA	*Tim Holland, J.D.* Faculty Specialist Scranton, PA
Sharon Falzone, Ed.D. Director, NEPA Health Care Quality Unit The Advocacy Alliance Scranton, PA	*Sean Youngblood, MHA* Director of Finance Northeastern Rehabilitation Associates, PC Scranton, PA

PROFESSOR EMERITUS

Peter C. Olden, Ph.D.   William G. Wallick, Ph.D.

UNIVERSITY

Stacey Smulowitz, Ph.D.
Assistant Professor
Department of Communications

CLINICAL FACULTY

John Haney, MBA, FACHE
Finance Director
Grandview Medical Practices
Affiliated with Grandview Hospital
Sellersville, PA

Linda Thomas, M.D.
President/CEO
The Wright Center for Graduate Medical Education
Scranton, PA

USA

Atlas Health Foundation   President of Global Healthcare

Ljuba Bacharova, M.D., Ph.D.
International Laser Center and
Health Management School
Bratislava, Slovak Republic

Patricia Dobrikova, MSc., Ph.D.
Trnava University
Trnava, Slovak Republic

Faculty of Health Care and Social Work
University of Trnava

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Lecturer, Health Management School