



University of Illinois at Chicago

School of Public Health

MHA Degree

Curriculum Handbook

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MHA DEGREE PROGRAM INFORMATION

ACADEMIC CALENDAR

For the current academic calendar, please visit the UIC School of Public Health website: http://www.uic.edu/sph/osa/osa_dates.htm.

PROGRAM OVERVIEW

The Master of Healthcare Administration (MHA) degree is offered by the School of Public Health's Health Policy and Administration Division and the College of Business Administration.

The MHA program consists of three components (Minimum of 60 SH):

1. Program Requirements (54 SH)
2. Culminating Experience
 - HPA 495 – MHA Preceptorship (5 SH)
 - HPA 496 – Capstone Project (1 SH)
3. Required Non-Credit Training
 - HIPAA Research Training
 - Investigator Training 101

ADMISSIONS

Please see the [Admissions](#) section of the SPH website for information.

Conditional Admission Policy Statement

Under special circumstances, an applicant may be recommended by a Division for admission on a conditional basis (e.g., completion of preparatory course work). The conditions under which a student is admitted to the School are to be stipulated in writing by the director of the Division recommending admission of the student. Conditionally admitted students must satisfy the conditions prior to graduation (or earlier if so specified by the Division).

Deadline for Completing Degree Requirements

MHA students must complete all degree requirements within five calendar years after their initial registration as a degree student within the SPH. In extraordinary circumstances an extension of time may be granted if the petition for an extension is filed before meeting the 5-year deadline. Time spent on an approved leave of absence is not counted toward the degree time limit (see the Leave of Absence section of the [Academic Policies and Procedures Handbook](#)).

CULMINATING EXPERIENCE

All MHA students must complete the following culminating experience to comply with degree requirements:

- HPA 495 - MHA Preceptorship (5 SH)
- HPA 496 – Capstone Project (1 SH)

MHA PRECEPTORSHIP (HPA 495)

The MHA preceptorship begins in the first semester of study and continues throughout every semester, including the summer. You will work with successful executives in healthcare institutions, getting firsthand exposure to management, leadership, and governance. Preceptorships will be organized to serve the general educational objectives of the program with placements that offer opportunities for the student to participate in a sector of healthcare that is related to his or her professional career goals.

The student will spend at least 3–6 hours per week at the preceptor's workplace and on campus engaging in both structured learning experiences and completing project(s). The focus of the first semester will be on learning

the internal workings of the healthcare sector and the specific area in which the student has expressed an interest.

In the first summer, the preceptorship experience consists of at least 300 hours on-site at the preceptor's workplace. During that time, learning about executive and leadership responsibilities and roles will be pursued in direct discussions with the preceptor and completion of assigned experiences and projects.

In the following Fall Semester, the preceptorship will focus on issues of leadership and culture. Again the student will be involved for at least 3–6 hours per week in structured learning and project completion at the preceptor's workplace and on campus.

MHA CAPSTONE (HPA 496)

The preceptorship experience culminates in a Capstone Paper and Presentation required for completion of the degree project that will enable you to demonstrate the ability to address an actual strategic management issue in an actual health service organization.

MHA

The Master of Healthcare Administration (MHA) program requires a minimum of 60 semester hours (SH). This program is designed for completion in 2 years when enrolled full-time and includes the following course requirements:

I. Program Requirements (60 SH)

Course	Title	Credits
ACTG 500	Intro to Financial and Managerial Accounting	4 SH
BSTT 400	Biostatistics I	4 SH
EPID 400	Principles of Epidemiology	3 SH
FIN 500	Introduction to Corporate Finance	4 SH
MGMT 553	Human Resource Management	4 SH
HPA 403	U.S. Health Care System	3 SH
HPA 410	Health Organizational Leadership	3 SH
HPA 417	Quality Management	3 SH
HPA 434	Law and the Health Care System	3 SH
HPA 441	Strategic Management of Health Care Organizations	4 SH
HPA 451	Health Care Finance	3 SH
HPA 463	Managerial Health Economics	3 SH
HPA 465	Health Information & Decision Support System	4 SH
HPA 470	Quantitative Methods for Healthcare Managers	2 SH
HPA 490	MHA Special Topics (1 SH; take 2 semesters)	2 SH
HPA 495	MHA Preceptorship	5 SH
HPA 496	MHA Capstone	1 SH
HPA 525	Population Based Healthcare Services Planning	3 SH
HPA 551	Healthcare Marketing	3 SH
Required Non-Credit Training:		
http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/index.shtml		

HIPAA Research Training	Non-credit
Investigator Training 101	Non-credit

*For an example course sequence for full-time and part-time students, please see the MHA website:

<http://www.uic.edu/sph/mha/coursesequence.shtml>

MHA DEGREE LEARNING OBJECTIVES

The Master of Healthcare Administration (MHA) degree provides students the opportunity to develop the skills and resources needed to become a healthcare leader. The MHA Program is designed for:

- Managers, administrators and supervisors already working in healthcare or related fields who want to advance their skills to become executives and leaders;
- Healthcare professionals (doctors, nurses, therapists, technicians, other caregivers and researchers) who seek advancement into organizational leadership; and new graduates who want to enter the healthcare field as managers.

MHA students will achieve the following learning objectives during completion of the MHA program in public health:

Knowledge

Students will be able to demonstrate a professional manager's working knowledge of:

- Current health policy issues.
- Currently applicable law to their chosen area of health care delivery.
- Ethical guidelines of the American College of Health Care Executives, the American Hospital Association and the various professional societies representing leadership in clinical health care delivery.
- Structure and organization of American health care and the formal and informal forces that influence its actions.
- Functions of the component parts of the American health care system and how the economic and political forces at work between the various components affect the delivery of health care.
- Responsibilities of management and governing bodies, and the relationships between the two.

- Roles of executives as managers and leaders in the complex environment of health care delivery organizations.
- Organization theory and its practical application to management and leadership challenges.
- Health care financing, cost accounting methodologies, and reimbursement theory and practice.
- Financial reporting, operating budgets, capital budgets and treasury functions in health care delivery settings.
- Responsibilities of executives and, specifically, of Chief Executive officers, Chief Finance officers, Chief Medical officers, and Compliance officers to a board of directors, and to various accreditation, regulatory, licensing and other government agencies.
- The manner in which the concepts and tools of statistics, epidemiology and marketing fit together to provide a basis for rigorous strategy development.
- Key roles of quality and effectiveness evaluation.
- Human resource theory and tools, and the importance of human resources in health care delivery.
- The role and significance of information systems in contemporary health care delivery.
- How to synthesize and apply academic knowledge areas in the "real-life" setting of their program-long preceptorship, and in the development, analysis, and presentation of critical issues through their capstone project.

Skills

Students will be able to demonstrate their ability to:

- Apply analytical skills to manage programs and assess their effectiveness.

- Recognize and develop approaches to address organizational development goals.
 - Organize a planning process and develop best input and optimum alignment in the process of creating effective comprehensive plans.
 - Assess community health status and address program development, maintenance, and divestment needs in response to forecast demand. These will be critical competencies.
 - Develop a marketing analysis and strategy that incorporates demography, health status and competing service provision capabilities.
 - Develop alternative strategies to effectively respond to changing incentives in order to meet organizational goals.
 - Develop marketing and sales strategies to introduce programs.
 - Assess and develop statistical profiles and complete a health program evaluation.
 - Develop presentations, facilitate meetings and create reporting mechanisms to monitor adherence to established goals. The use of focus groups and development of listening skills will be key areas of focus.
 - Develop a program budget, forecast budget projections, analyze income statements for budget variances and create strategies to address program deficits or surpluses.
 - Assess financial options such as lease-buy financing strategies to support capital expansion and equipment needs.
 - Analyze specific reimbursement approaches for organizational strengths and weaknesses.
 - Determine the best strategies to optimize the effect of information systems (IS) on the operations of health care delivery organizations. The ability to interface with IS managers and use available systems and databases, as well as the Internet, to retrieve health information for planning purposes will be specific skills that the manager will apply in the work setting.
 - Develop and conduct employee performance appraisals.
 - Identify proper contract terms and negotiate agreements.
 - Create and lead a self evaluation of management teams and the board of directors.
 - Identify core ethical precepts of their organization and the conflicts that may arise in the performance of their job. Create a strategy for addressing those potential conflicts in an open, constructive and honest manner.
- The MHA program has incorporated the following learning objectives from the MPH program:
- Basic Health Science Skills**
- Define, assess and understand the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.
 - Apply the basic public health sciences, including epidemiology, health and policy administration, behavioral and social sciences, biostatistics, and environmental and occupational public health, to the prevention of illness and injury.
 - Describe the potential linkages and interactions among multiple determinants of health at intrapersonal, interpersonal, organizational, community and societal levels (i.e., ecological model).
- Analytic Skills**
- Use appropriate data and statistical methods for problem identification and resolutions and for program planning, implementation and evaluation.
 - Use data to illuminate ethical, political, scientific, economic and overall public health issues.
- Cultural Skills**
- Demonstrate an in-depth understanding of the dynamic forces of cultural diversity and

their implications for public health both domestically and internationally.

- Interact sensitively, effectively and professionally with people from diverse ethnic, socioeconomic, educational and professional backgrounds, and with persons of all ages and lifestyle preferences.
- Identify the role of cultural factors in determining disease, disease prevention, health promoting behavior, and health care services organization and delivery.

Information and Technology

- Define a public health problem for purposes of literature research process.
- Demonstrate library skills, including the ability to conduct computerized literature searches, for researching problems in public health.

Communication Skills

- Present accurately and effectively demographic, statistical, programmatic and scientific public health information for professionals and lay audiences.

- Lead and participate in groups to address specific public health issues.

Policy Development

- Understand the historical development and structure of state, local and federal public health-related agencies.
- Describe the U.S. institutions and processes of policy-making in public health and recognize that these differ in different societies.
- Recognize relevant theories of social policy and how they explain policy-making in public health.

Community Dimensions of Practice

- Establish and maintain linkages with key stakeholders in community-based initiatives to address public health issues.

Ethics

- Apply ethical principles to the collection, maintenance, use and dissemination of data and information.