Health Care Management

The Health Care Management (HCM) major provides coursework and experience across the spectrum of health care supervision and management. Many Health Care Management graduates obtain supervisory and administrative positions in various health and medical facilities such as hospitals, nursing homes, public health departments, health insurance companies, or physician practices. Other graduates successfully complete graduate programs in a variety of business or health-related areas of study. The Bachelor of Science degree in Health Care Management accommodates beginning students as well as students who have professional preparation in health-oriented fields from colleges and universities, technical institutes, community colleges, proprietary institutions or military schools. Graduates of diploma programs also may be eligible for admission. Students in health care management build upon their background through a combination of major core courses, electives within HCM, approved electives and the SIU University Core. The HCM program is certified by the Association of University Programs in Health Administration (AUPHA).

Students in the major must meet with the HCM Academic Advisor to plan their courses of study. Prospective students may complete their University Core Curriculum requirements and career electives at approved institutions, provided that four-year school and residence requirements are met. Completing courses at any accredited college or university may satisfy the 39-hour University Core Curriculum requirements; credit received through CLEP, USAFI, DANTES; or through proficiency examinations. The Capstone Option is available to students who have obtained a business or health care-related Associate in Applied Science degree or its equivalent, and who have a GPA of at least 2.0 on a 4.0 scale (SIU calculation) on all work prior to the completion of the Associate in Applied Science degree. For more information please view the Capstone Option section.

Students may apply for credit toward degree completion for previous work experience (HCM 258) or educational and occupational experience (HCM 259). Credit is established by the HCM Academic Review Committee. This committee meets once during the spring and once during the fall. No summer submissions are accepted. Application for credit should be made by contacting the HCM Academic Advisor no later than the end of the student’s first semester or no later than after 12 semester hours of completed HCM coursework. Submissions not following these guidelines will not be considered.

Students may request Individual Study opportunities (HCM 299 or HCM 499) through the HCM Academic Advisor. Approval to supervise an Individual Study is at the discretion of the HCM Faculty member that typically teaches the class on-campus. Students need to submit their request for an Individual Study, in writing, to the HCM Academic Advisor by the 6th week of the semester PRIOR to the semester in which the student wishes to complete the Individual Study. The Academic Advisor will forward the student’s request to the Program Director for distribution to the appropriate Faculty member for consideration.

In addition to University requirements, students must successfully complete all HCM core courses with a grade of C or higher prior to completing their required HCM 422 internship. Students receiving lower than a C in any HCM core course can only repeat that course once with the exception of HCM 422 which cannot be repeated if failed unless special circumstances apply as determined by the HCM Academic Review Committee. Students must maintain a minimum GPA of 2.0 within the Health Care Management major for graduation. Students receiving a grade lower than a C twice in any individual core HCM course and those who fall below a 2.0 GPA for two subsequent semesters are immediately dropped from the HCM program due to lack of academic performance.

Students participating in internships may be required to undergo a criminal background check and drug screening. Students who do not satisfactorily pass the background check and drug screening may find
it difficult to secure an internship in the field of health care and may be removed from the HCM program. The Internship requirement cannot be waived except for students in other SAH programs who have satisfactorily completed that program's required clinical internship as long as the clinical internship included exposure to health care related management competencies related to their future field of clinical practice. Students will initiate and complete the processes involved with internship site selection and applicable SIUC approval processes. Internship hours cannot begin until all approvals have been obtained from the faculty member overseeing the internship processes, the internship site, and SIUC. Any contact hours students participate in prior to the internship being appropriately approved cannot be counted toward the required 150 contact hours.

Given the nature of the industry, there may be class projects or presentations when students are required, by an individual professor and/or the HCM Program Director, to dress professionally.

Online core courses in the HCM program are restricted to online HCM students only. On campus core courses in the HCM program are restricted to on campus HCM students. The HCM program prohibits moving from one format to the other. Students may petition the Program Director to change formats due to a documental medical condition. Such petitions will be taken under consideration only when the proper documentation is received for review.

### Bachelor of Science Degree in Health Care Management Requirements

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Core Curriculum Requirements - (Recommend ECON 240, PSYC 102, HED 101/HND 101/KIN 101).</td>
<td>39</td>
</tr>
<tr>
<td>Required Prerequisite/Background Courses: AH 105; HCM 310; ACCT 210 or ACCT 220; ECON 240 (or equivalents).</td>
<td>11</td>
</tr>
<tr>
<td>Requirements for Major in Health Care Management</td>
<td>48</td>
</tr>
<tr>
<td>Core Requirements: HCM 320, HCM 340, HCM 360, HCM 364, HCM 365, HCM 366, HCM 375, HCM 382, HCM 384, HCM 385, HCM 388, HCM 390, HCM 410, HCM 413, HCM 420, HCM 421</td>
<td>46</td>
</tr>
<tr>
<td>Internship: HCM 422</td>
<td>2</td>
</tr>
<tr>
<td>Other Requirements for Major in Health Care Management</td>
<td>19</td>
</tr>
<tr>
<td>AH 415, HCM 368, HCM 460, HCM 461, HCM 468, HCM 471 = Students in other SAH programs may use the core required courses taken toward that major to meet this requirement for the Health Care Management major.</td>
<td></td>
</tr>
<tr>
<td>Health Care Management Elective (students must choose one from the options below)</td>
<td>3</td>
</tr>
<tr>
<td>Any Accounting, Finance, Physiology course (at a 200 level or higher) NOT already counted elsewhere in the student's degree or, CCJ 461, CS 105, CS 200B, ECON 330, ECON 334, IMAE 390, IMAE 430, IMAE 450, IMAE 465, IMAE 470A, IMAE 470B, IMAE 475, IMAE 476, IMAE 480, ISAT 216, ISAT 224, ISAT 229, ISAT 292, ISAT 325, ISAT 365; MATH 109-111, MATH 125-251, MATH 302-205, MATH 318, MATH 380, MGMT 452, PARL 345, PARL 360, PH 330, PH 440, PH 441, PH 485, PH 489, PHIL 344, PH 345, PSYC 223, REHB 401-401H, REHB</td>
<td></td>
</tr>
</tbody>
</table>
Health Care Management Minor

The Health Care Management program offers three minors. All prerequisites of courses in the minors must be satisfied. Students must consult the HCM Academic Advisor in the School of Allied Health to declare a minor.

The minor in Health Care Management (HCM) is designed to prepare undergraduate students interested in health care management with the skills and knowledge to prepare for graduate study or work in the health care field: The HCM minor is comprised of 20 credit hours of coursework. A “C” or higher is required in all HCM core courses taken and 18 semester hours must be completed at SIU. Students must complete these courses:

AH 105-Medical Terminology
HCM 320-Health Policy and Politics
HCM 340-Managerial Epidemiology and Population Health
HCM 360-U.S. Healthcare Systems
HCM 366-Health Information Management
HCM 388-Legal Aspects and Current Issues in Healthcare
HCM 420-Healthcare Ethics

Long Term Care Administration Minor

The minor in Long Term Care is designed for students with an interest in a Long Term Care (LTC) specialization. The LTC minor is comprised of 17 credit hours of coursework. The course sequence is part of the eligibility requirements for those who wish to sit for the Illinois Nursing Home Administrator Licensure Examination. Students must complete these courses:

AH 105-Medical Terminology
HCM 364-Organizational Behavior in Healthcare Organizations
HCM 385-Health Care Finance
HCM 390-Human Resources in Health Professions
HCM 413-Long Term Care Administration
AH 415-Issues Related to Social Gerontology and Mortality

Note: Eligibility requirements, as published by the Illinois Department of Professional Regulation (IDPR), are subject to change without notification. It is the student's responsibility to verify IDPR regulations to assure their requirements have not changed. Reciprocity of eligibility to sit for the Licensure Examination, or serve in an administrative role, in other states is the student's responsibility to verify.

Health Information and Informatics Management Minor

The minor in Health Information and Informatics Management (HIM) is designed for students with an interest in a medical billing, reimbursement, auditing, and/or compliance specialization. The HIM minor is comprised of 20 credit hours of coursework. A grade of "C" or higher is required in all courses and all 20 semester hours must be completed at SIU. Students must complete these courses:

AH 105-Medical Terminology
HCM 360-U.S. Health Care Systems
HCM 366-Health Information Management
HCM 368-Health Care Coding Procedures I
HCM 388-Legal Aspects and Current Issues in Health Care
HCM 410-Operations Management and Quality Improvement in Health Care
Health Care Management Courses

**HCM258 - Work Experience Credit** 258-1 to 30 Work Experience Credit. Credit granted for management or supervisory experience in the health care industry. Credit may be applied only to the approved career electives requirement of the health care management degree. Credit is determined by the HCM Academic Review Committee. Restricted to HCM majors.

**HCM259 - Occupational Education Credit** 259-1 to 30 Occupational Education Credit. Credit granted for past occupational educational experiences related to the student's educational objectives. May be applied only to the approved career electives requirement of the health care management degree. Credit is determined by the HCM Academic Review Committee. Restricted to HCM majors.

**HCM310 - Healthcare Services & Consumer** 310-3 Healthcare Services and the Consumer. A course designed for users of healthcare services, students will explore the history of US healthcare reform and landmark healthcare legislation known as the Affordable Care Act. Focus is on the impact of healthcare organizations, employers, insurers, medical practice, the economy, and especially the consumer of healthcare services. Exploration of varying ACA plans, interpretation of EOBs, and a review of coding/billing mechanisms such as ICD, CPT, Co-pays, deductibles, assignment of benefits, capitation, co-insurance, coordinator of benefits, etc. will be explored aiding consumers of healthcare services in making informed healthcare decisions. Course uses microcomputer applications. Prerequisite: AH 105 with a grade of "C" or higher. Restricted to SAH major/minor.

**HCM320 - Health Policy & Politics** 320-3 Health Policy and Politics. A course focusing on the U.S. health policy-making process within the context of the political marketplace. Emphasis is on the ways in which health policy affects the determinants of health. Through real-world cases in health policy, health care management students analyze the public policy environment and gain an understanding of how to exert influence and deal with the political environment. Restricted to SAH major/minor.

**HCM340 - Epidemiology/Population Health** 340-3 Managerial Epidemiology and Population Health. An exploration of managerial epidemiological principles as they relate to decision making processes involved with the delivery and management of healthcare services. Focuses on issues involved with population and community including outreach and campaigning, evidence based practice, prevention, and comparative effectiveness. Review governance issues in healthcare organizations and explore the role of epidemiology as a foundational tool for making management related decisions in both clinical and non-clinical environments within the health care industry. Prerequisite: ENGL 101, AH 105, HCM 310. Restricted to SAH major/minor. $20 fee for lab license and/or annual updates.

**HCM360 - U.S. Healthcare Systems** 360-3 U.S. Healthcare Systems. (Same as DH 480, RAD 480) This course is a study of the major components which comprise the US healthcare system. Focus is given to basic terminology, history, settings, personnel, access to care, types of care, utilization of services, vulnerable populations and future challenges for the delivery of health care services. Students will closely review clinical aspects and terminologies as they relate to medical conditions, medical equipment, and medical procedures for the purposes of interacting successfully with health care administrators, physicians/providers of care, and patients. Prerequisites: HCM 310 and HCM 340. Restricted to SAH majors/minors. Not for Graduate Credit.

**HCM364 - Org Behavior Healthcare Orgs** 364-3 Organizational Behavior in Healthcare Organizations. (Same as DH 481, RAD 481) An evaluation of relationships in healthcare organizations. Study of the motivational factors of those focused on patient care vs. those focused on profits and how to modify behaviors to achieve proper balance. Environmental factors of the healthcare field are evaluated for their impact on the behavior and employee-management relations of healthcare professionals and patient care providers. Promotes effective planning and organizing within the complex and highly regulated healthcare industry and assures alignment of organizational goals with the missions/visions/values as related to quality of patient life and organizational success. Restricted to SAH major/minor or with consent of SAH Academic Advisor.
HCM365 - Stats/Research HC Professions 365-3 Statistics and Research for Health Care Professions. A course for students beginning a major in health care professions. Students examine and apply data to their professions with an emphasis placed upon the understanding of the basic principles, techniques and applications involved with analysis, synthesis and utilization of data. Focus will be placed on using data for empirical research. Prerequisite: UCC MATH 101 or higher. Restricted to SAH major/minor.

HCM366 - Health Information Management 366-3 Health Information Management. This course provides a multi-disciplinary analysis of the strategic application of information systems technology and the management of such in health care organizations and focuses on using leveraging information systems to analyze clinical data. Students will review reimbursement mechanisms used to track service utilization patterns which assist in the decision making processes within an overall organizational capacity and for the purposes of quality/performance improvement. Leadership aspects pertaining to evidence based management and governance will be explored as well as challenges facing the health care industry in terms of the management of information systems. Restricted to HCM major/minor.

HCM368 - HC Coding Procedures I 368-3 Health Care Coding Procedures I. This course is a study of the major components and processes involved with medical coding as required for the reimbursement of health care services and for capturing data for information and informatics used in managerial decision making within the health care industry. Medical documentation, ICD-9/10-CM coding, CPT coding, HCPCS, the claims processes will be covered through hands-on course exercises and case studies. Prerequisites: AH 105, HCM 360, HCM 366 with grades of C or better.

HCM375 - Healthcare Informatics 375-3 Healthcare Informatics. Explores predictive and analytics in patient care environments, federal incentives, and the impact on health care organizations. Overview varying EHR/EMR systems and how they support organizational functions related to patient care, registration and scheduling, clinical systems for care givers, nurses, emergency personnel, lab technologists, pharmacists, radiologists, and coding/billing systems, etc. Current issues surrounding the use of big data, predictive analysis, and data conversion in clinical environments will be discussed. Students explore software platforms such as EPIC, Allscripts, NextGen, Cerner, etc. and processes will be explored involving the implementation of EHR/EHRs ranging from planning and training to using the information for managerial and/or clinical decisions, business reporting, and forecasting in health care environments. Prerequisite: HCM 366 with a grade of C or better. Restricted to SAH major/minors. Not for Graduate Credit.

HCM382 - Accreditation/Compliance in HC 382-3 Accreditation and Compliance in Healthcare. Examines the high demand healthcare environment which requires proactive approaches to regulatory compliance forced on both mitigating risk and appreciation for the accreditation/compliance processes as a form of safety and quality for consumers of healthcare services. A thorough analysis of the varying regulatory bodies associated with the field of healthcare are examined and how their requirements differ. Both organizational integrity and excellence will be explored by examining varying regulatory compliance site surveys, examining the Malcolm-Baldridge excellence framework, and understanding assessment methodologies used to support accreditation and compliance efforts. Restricted to SAH major/minor.

HCM384 - Strategy and Marketing 384-3 Strategic Planning and Marketing in Health Care. A course that analyzes the fundamentals of strategic planning and leadership in health care organizations. Emphasis is placed on governance, mission, vision, values, leadership styles, business plans, marketing principles and strategies, and SWOT analysis. Fundamental aspects of marketing will be introduced along with an exploration of the strategic planning processes involved with formulation, implementation, actions, execution, and control.

HCM385 - Healthcare Finance & Economics 385-3 Healthcare Finance and Economics. An analysis of the economics and fiscal issues in healthcare organizations. Students will explore issues that impact access and delivery of healthcare and the impact on the population's health and the fiscal nature of healthcare organizations. Supply and demand for healthcare services from the perspective of consumers, producers, and insurers will be discussed. Financial analysis involving the unique financial structures of the healthcare industry will be explored and applied to reimbursement, working capital, financial statements, and accounting monetary control of the healthcare industry with a special focus on how private and governmental payers form the foundation of health care finance. Prerequisites: ACCT 210 or 220, ECON 240. Restricted to SAH major/minor.
HCM388 - Legal and Current Aspects 388-3 Legal Aspects and Current Issues in Health Care. (Same as DH 482, RAD 482) Principles of law and the U.S. legal system are applied, in part, through case study and an exploration of current events, in the areas of health care management. Legal issues include malpractice, contracts, corporate liability, professional liability, patient rights, and the legal aspects of managed care. Restricted to SAH majors/minors.

HCM390 - Human Resources 390-3 Human Resources in the Health Professions. Examines factors impacting healthcare organizations and how effective human resources policies and procedures can improve organizational efficiencies within the context of emerging health care models/legislation. The recruitment, hiring, orientation, reviewing, and retention of healthcare professionals in the midst of labor shortages will be addressed with an emphasis of linking outcomes to patient care. Legal and ethical implications associated with the healthcare workforce, including credentialing, CEUs, and unionization will be discussed. Cultural competency will be explored with an emphasis on diversity and inclusiveness for both the health care professionals and as part of the patient experience. Prerequisite: ENGL 101 with a grade of C or better. Restricted to SAH major/minor.

HCM410 - Operations Mgmt & QI 410-3 Operations Management and Quality Improvement in Health Care. Examines the applications of operations management in the framework of health care organizations. Focus will be placed on supply chain and inventory management, forecasting, queuing models, and capacity planning. Determinants to achieve quality management in health care facilities will be explored. Utilizes analytical methods of systematic monitoring and evaluation and the application of quality improvement initiatives. Includes impact on quality of accreditations, credentialing, liability, and governmental regulations. Not for graduate credit. Restricted to SAH majors/minors.

HCM413 - LTCA 413-3 Long Term Care Administration. A study of the principles of nursing home management and assisted living services which examines administrative and staffing functions relating to clients, community, public policy, programming, state and federal laws, and financing. Examines post-acute care issues related to seamless transitions along the continuum of patient care. Not for Graduate Credit. Restricted to SAH major/minor.

HCM420 - Health Care Ethics 420-3 Health Care Ethics. Exploration of the ethical issues surrounding the delivery of health care services. Students will apply ethical principles and decision making processes to a series of cases involving ethical dilemmas unique to the health care environment. Students will carefully explore governance and regulatory issues associated with health care organizations and how their actions as future health care managers will impact the patients and employees they serve and will be microscopically examined by varying entities. Controversial topics such as abortion, religion, and right to die will be discussed as they relate to patient perspectives, values, beliefs and the health care managers' obligation to respect individuals without bias. Not for graduate credit. Restricted to SAH major/minor.

HCM421 - Professional Practice 421-1 to 3 Professional Practice for Health Care Managers. Prepares students for their health care management internship. Resumes, cover letters, internship site selection, and MOUs will be completed by end of this course. Professional development topics such as interview skills and networking will be covered. Not for graduate credit. Restricted to HCM majors. Special approval needed from the academic advisor.

HCM422 - Internship 422-2 to 9 Health Care Management Internship. As an intern in a University approved healthcare facility, students will engage in activities related to the healthcare management field. Each student will perform duties as assigned to complete a managerial/analytical project useful to the organization. Report logs and performance evaluation required. Hours and credit to be arranged individually with course instructor and site supervisor. 1 credit hour=75 contact hours. A minimum of 150 contact hours required. No waiver of internship is permitted. No repeat of the course is allowed. Must have an internship site secured from HCM 421 prior to enrolling in HCM 422. End of program review and evaluation will be conducted. Prerequisite: completion of all HCM core courses with minimum grade of C. Restricted to HCM major with consent of Academic Advisor. Not for graduate credit.

HCM460 - Lean Six Sigma in HC 460-3 Lean Six Sigma in Healthcare. An introductory course focusing on the Lean Six Sigma approach to improving quality in healthcare organizations. An exploration of error prevention, problem solving, problem detection, change management, and effective and efficient process improvement. Cases will be used to demonstrate how the approach can be applied specifically to the healthcare industry. Restricted to junior standing and SAH majors or minors.
HCM461 - Phys Practice Operations 461-3 Introduction to Physician Practice Operations. An introductory course designed to examine the different aspects of operating a physician's practice. Focus is placed on licensing and professional regulation; selection of HMOs, PPOs, and other managed care programs; medical records and regulatory compliance; community outreach required for building a medical practice, and practical development of templates for practice activities such as streamlined appointment scheduling and encounter forms. Not for graduate credit.

HCM468 - HC Coding Procedures II 468-3 Health Care Coding Procedures II. Advanced course in medical coding and claims auditing. This course examines coding audits associated with regulatory bodies such as OIG, DOJ, CMS, RAC. Students will learn to extract specific clinical data and utilize it for quality improvement initiatives, data analytics, patient marketing, reporting mechanisms, claims and services audits, and managerial decision making in clinical and non-clinical environments. Emphasis is placed on calculating and reporting healthcare outcomes and the legalities/ethical challenges of accurate medical coding for EHR/EMRs, physician practices, hospitals, hospice, and other organizations that provide health care services. Prerequisite: HCM 368 with a grade of C or better. Not for graduate credit.

HCM471 - Topics in HCM 471-4 Topics in Health Care Management. An advanced seminar course addressing current issues impacting the field of health care and health care management. A program of reading, analysis, and presentation will be developed as correlates with current events and/or issues in health care. Funding opportunities and agencies will be identified. Students will participate in grant-writing projects specific to the areas discussed in the course following university procedures. Course topics will vary as they are intended to address current issues which rapidly change in health care and health care management. This is an intensive reading and writing course. Prerequisite: ENGL 101 or higher. Restricted to the SAH major/minor. Not for Graduate Credit.

HCM499 - Individual Study 499-1 to 6 Individual Study. Provides third or fourth year health care management students with the opportunity to develop a special program of studies to fit a particular need not met by other offerings. Each student will work under the supervision of a sponsoring program faculty member approved by the HCM Academic Review committee. Not for graduate credit. Restricted to HCM majors.

Health Care Management Faculty

Cataldo, Jessica, Clinical Instructor, MPH, University of Illinois at Chicago, 2014.
Collins, Sandra K., Professor, Ph.D., Southern Illinois University Carbondale, 2010.
Shaw, Thomas A., Associate Professor, Ph.D., Southern Illinois University, 2005.

Last updated: 02/06/2017

Southern Illinois University
Carbondale, IL 62901
Phone: (618) 453-2121

Catalog Year Statement:
Students starting their collegiate training during the period of time covered by this catalog (see bottom of this page) are subject to the curricular requirements as specified herein. The requirements herein will extend for a seven calendar-year period from the date of entry for baccalaureate programs and three years for associate programs. Should the University change the course requirements contained herein subsequently, students are assured that necessary adjustments will be made so that no additional time is required of them.