

DRAFT SYLLABUS

This is posted for your info to help you select or prepare for a course. An official version will be ready at or prior to your course start. Texts will be same or very similar. Please check online bookstore for exact texts.

TROY STATE UNIVERSITY

DISTANCE LEARNING CENTER

Course Name: **Health Services Administration  
2005  
and Policy**

Term IV, Academic Year 2004 -

Course Number: **HSA 6680**

**INTERNET BASED**

Instructor: Dr William Borders, e-mail: [bborders@troyst.edu](mailto:bborders@troyst.edu)

Primary Text: *Health Care USA: Understanding Its Organization and Delivery*, 4th edition, Harry Sultz and Kristina Young (Jones and Bartlett Publishers, 2004)

**Course Description and Objectives:** The University catalog description the HSA 6680 course reads: “The course focuses on the unique characteristics of the U.S. health care delivery system; acquaints students with increased understanding of the context of health services administration and health care policy; and examines key factors and forces impacting total health system performance in the United States.”

The *Health Services Administration and Policy* course will introduce you to the historical development, structure, operation, and current and future directions of the major components of the American health care delivery system. It will examine the ways in which health care services are organized and delivered, the influences that impact health care public policy decisions, factors that determine the allocation of health care resources and the establishment of priorities, and the relationship of health care costs to measurable benefits. The course will enable you to assess the role of organized efforts to influence health policy formulation, and the contributions of medical technology, research findings, and societal values on our evolving health care delivery system.

Upon completion of this course, the student will be able to meet the following performance objectives:

1. Describe the private, governmental, professional, and economic contributions to the development and operation of the health care system.
2. Describe the types and interrelationships of health care facilities, services, and personnel.
3. Understand the major challenges of public sector health policy making.
4. Understand the major ethical, economic, professional, and legal issues confronting providers, insurers, and consumers.
5. Describe the special problems of high-risk populations and health system responses.
6. Identify and describe the quality control activities of the current health care system and relate service provider behaviors to legal, ethical, and financial considerations.

7. Describe the values and assumptions that underlie the changing priorities in health planning resource allocation.
8. Develop the ability to review current health services administration and policy literature concerning the issues in this course.

To accomplish these objectives, this Internet-based course will provide six modules of instruction, which will be detailed later in this document. Course material for each module will be placed on the HSA 6680 course *Blackboard* site. The six modules of instruction will have assigned readings, assignments, and on-line discussion boards.

This course will be conducted using *Blackboard 6*, a comprehensive and flexible e-Learning software platform. Each student will be given an account on this system, and chapter materials, class assignments, handouts, and other material will be posted to this site. If you have not used *Blackboard* before, information on how to use this user-friendly system will be placed in the INFORMATION section of the HSA 6680 Internet site.

**Grading Policy:** A student's final grade will be based upon performance on the module quizzes, article summaries, participation, and a final examination. Each element is explained in detail on the next page. The following weights will be used in determining your final grade:

Module Quizzes	40 %
Article Summaries	20 %
Participation	20 %
Final Examination	20 %

**Module Quizzes** - These multiple-choice quizzes will be given at the end of each module. The six quizzes will focus on Module readings and subsequent discussions in the course Topics Discussion Forums. The dates these quizzes will be posted to the course site are listed in the syllabus schedule. A Practice Quiz will be made available at the beginning of the course. The questions in the Module Quizzes will be similar.

**Article Summaries** - To meet the last objective of this course, a comprehensive summary of a current article (not more than three years old) will be submitted for selected modules (identified in the schedule at the end of the syllabus). These summaries will either expand upon or update a key topic in the assigned textbook readings for the selected modules. Additional information on the article summary requirements will be provided in the discussion forums and ASSIGNMENTS section of the HSA 6680 course site. The completed assignments must be submitted using one of the two methods explained later in this syllabus. As will be noted there, late submissions will be assessed a penalty of 10% per day.

**Class Participation** – My experiences in teaching graduate level courses have convinced me that learning is greatly aided when students actively participate in class. Such participation is made possible in an Internet course through the use of discussion forums. Accordingly, each student will be evaluated on how well they contribute to the class using these forums. Your participation grade will be based on your postings to the various discussion forums on the HSA 6680 *Blackboard* site; primarily the discussion forum dedicated to the topic areas of each instructional module.

Get into the habit early of reading the forums, and participating in them. You will be asked to answer specific questions on the topics in each module, and to comment on other student's answers. If you are unfamiliar with computer discussion boards, you need to learn how to make comments online. In the beginning you may want to draft out your question or comment first, and then post them. *Blackboard* has a "preview" selection in the discussion forums that allows you to do this. Note also that you can edit your response after you post it; if you see you need to make changes. The asynchronous nature of our discussions ensures that everyone can participate in this course. This is one of my major expectations of you.

**Final Examination** - This will be an essay type exam based on the concepts studied in the course. Additional information on the exam will be provided later in the course.

**Submission of Article Abstracts and the Final Examination:** These course requirements will be expanded upon in the discussion boards and ASSIGNMENTS section of the HSA 6680 *Blackboard* course site. They will be completed at home, and submitted to the instructor on dates specified in the schedule. They may be submitted to the instructor in one of two methods:

- (1) Convert the assignment to an electronic file and submit it as an attachment to an email message to the instructor.
- (2) Convert the assignment to an electronic file and submit it on the course *Blackboard* course Digital Drop Box. This is the preferred method of submission.

In all cases, it is important to turn in the assignments on the date and time specified, and to virus-check your work. As noted earlier, late submissions will be assessed a penalty of 10% per day.

**Communicating with the Instructor:** The instructor's email account and HSA 6680 *Blackboard* site are monitored on close to a daily basis, to include evenings and weekends. Use these mediums to communicate with the instructor. The HSA 6680 *Blackboard* site's Discussion Forums are especially recommended for general questions since other students may have the same questions, and this provides the same information to all.

**Americans With Disabilities Act:** Any student whose disability falls within ADA guidelines should inform the instructor at the beginning of the term of any special accommodations or equipment needs necessary to accomplish the requirements of this course. Students must register documentation your local Troy State University representative.

**Tentative Course Outline and Schedule:** The course will generally follow the following outline. Note that the course is divided into six modules of instruction. Some modules are two weeks in length, and others are one week in length, depending on the scope of material for the module. Pay close attention to the dates of assignments to avoid any late submission penalties. Additional information and requirements for these modules is listed in the COURSE MATERIALS section of the HSA 6680 *Blackboard* site.

Note that there are two types of assignment due-dates shown below. The **target dates (TD)** for the Module Quizzes, Article Summaries, and the Final Examination are recommended dates for completion. The **due-dates (DD)** are submission deadlines. In effect, this give you a window of opportunity for submission of requirements, which is intended to give you flexibility for this course. On the due-date, Module Quizzes will be

removed from *Blackboard* at 10:00 P.M. (Eastern Standard Time, which is the time that our *Blackboard* course site maintains). Failure to complete these assignments during this time frame will result in substantial penalties.

The “text” in the topic/assignment section refers to the assigned course textbook.

<u>Week</u>	<u>Date</u>	<u>Topic/Assignment</u>	<u>Target/Due-dates</u>
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**MODULE ONE – INTRODUCTION TO THE HEALTH CARE SYSTEM**

1	Mar 15	Update email address; submit short bio <b>Tentative Course Outline and Schedule (<i>continued</i>)</b>	
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<u>Week</u>	<u>Date</u>	<u>Topic/Assignment</u>	<u>Target/Due-dates</u>
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2	Mar 22	Read text Chapters 1, 2, 3 Module One Quiz	TD: Mar 26/DD: Mar 28
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**MODULE TWO – THE HEALTH CARE DELIVERY SYSTEM, PART ONE**

3	Mar 29	Read text Chapters 4, 5, 6 Article Summary One	TD: Apr 2/DD: Apr 4
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4	Apr 5	Module Two Quiz	TD: Apr 9/DD: Apr 11
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**MODULE THREE – FINANCING HEALTH CARE**

5	Apr 12	Read text Chapter 7 Module Three Quiz	TD: Apr 16/DD: Apr 18
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**MODULE FOUR – THE HEALTH CARE DELIVERY SYSTEM, PART TWO**

6	Apr 19	Read text Chapters 8, 9, 10 Article Summary Two	TD: Apr 23/DD: Apr 25
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7	Apr 26	Module Four Quiz	TD: Apr 30/DD: May 2
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**MODULE FIVE – THE ROLE OF GOVERNMENT**

8	May 3	Read text Chapter 11 Module Five Quiz	TD: May 7/DD: May 9
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**MODULE SIX – THE FUTURE OF HEALTH CARE IN THE USA**

9	May 10	Read text Chapters 12, 13 Article Summary Three	TD: May 14/DD: May 16
10	May 17	Module Six Quiz Final Examination	TD: May 19/DD: Mar May 21 TD: May 21/DD: Mar 23