HCA 340: Health Care Organization and Management
WKU Web Course

NOTE: *This is a fast paced, 3 week, online course. Students must be able and willing to fully commit the time and effort necessary to get all assignments completed in the short time allotted. In addition, enrolled students must have access to a computer, the internet and the required textbook from DAY 1 that the class begins. Students will not be allowed to submit late assignments due to internet or computer failure or due to not having access to the required textbook. Commitment and time management will be necessary for students to complete the required assignments and ultimately succeed in this course.*

Instructor Information:
Mrs. Melanie Eaton
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Academic Complex 126
Phone: 270-745-5854

Office Hours and Communication: I respond best by email as my office hours are extremely limited. Therefore, all class communication between student and professor will be conducted via email. Office Hours are by appointment only and will be conducted via SKYPE or phone conferencing during the summer session.

Course Information:
Required Text: Sultz, H. A., & Young, K. M. (2017). *Health care USA: Understanding its organization and delivery*. Jones & Bartlett Learning.
> **9th Edition**
> ISBN-13: 978-1284114676
> ISBN-10: 1284114678

Optional/Recommended Text: American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association (APA).
> ISBN-13: 978-1433805615
> ISBN-10: 1433950618

Course Description:
This course provides an overview of organization and management principles, theories, and practices in the health care environment. Topics include the components of the healthcare delivery system such as medical office practices, hospitals, and long-term healthcare systems.

Course Objectives & Overview:
The purpose of this course is to introduce students to issues in the U.S. health care delivery system, with particular emphasis on topics related to the administration of health system operations, leadership, and management.

Upon completion of this course, students should be able to:
1. Illustrate how the U.S. health care system has evolved
2. Determine major factors responsible for changes in the healthcare delivery system
3. Explore relationships in planning, management, financing, and service delivery
4. Analyze the role of legislation, policy, workforce, and technology in transforming the delivery of care
5. Evaluate population dynamics and their effect on costs, quantity, quality, and types of care
6. Contribute meaningfully to the discussions on healthcare reform and propose ideas for addressing some of the persistent challenges facing the healthcare system

Course Policies:

WKU Policy on Plagiarism:
To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.
*Student work may be checked by plagiarism detection software at the instructor's discretion.

WKU Policy on Cheating:
No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project, which is submitted for purposes of grade determination.

Students with Disabilities Who Require Accommodations:
In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center A-200. The OFSDS telephone number is (270) 745-5004; TTY is (270) 745-3030. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Participation:
As this is a web course, even in the event that the university cancels classes, such as for severe weather, students will be expected to continue with readings as originally scheduled. Any assignments scheduled during university closure, such as an exam or paper, are due as originally scheduled unless otherwise notified by the instructor.

Class Policies:
1. The instructor reserves the right to alter the course schedule, assignments, reports, grading scale, and evaluation methods depending on class performance or other circumstances.
2. All correspondence will be through WKU email and blackboard. It is the student's responsibility to check their email and blackboard site regularly.

3. Late assignments will not be accepted except in extreme circumstances or emergencies. If you cannot commit and be available during the full three (3) weeks for this course, I would suggest you reconsider taking it at this time. ***Exceptions or late submissions will not be allowed for inability to access a computer, internet, required textbook, travel or personal events even if associated with WKU or other courses.*** If you are unable to complete an assignment due to an unexpected emergency situation, you MUST notify me via BOTH phone 270-745-5854 AND email Melanie.Eaton@wku.edu BEFORE the assignment is due. It will be up to the Professor's discretion to determine if a late submission will be allowed or a zero (0) will be given for that assignment.
4. All assignments must be submitted via blackboard unless otherwise noted.
5. All items in each Module are due by 11:59 PM on the date specified on your calendar and in Blackboard. Any late submissions, even if it is only one minute, will NOT be accepted.
6. Any computer failures, submission errors or internet access connection problems will not be acceptable excuses for late assignments. Every student is responsible to submit assignments in a timely manner to avoid these last minute problems. Other than quizzes, students will be allowed up to 2 submission attempts to avoid these issues.
7. Specific formatting requirements for papers and assignments will be given for each assignment. Failure to adhere to these requirements will result in a deduction in the overall grade.
8. **Cheating and plagiarism of any kind will not be tolerated in this course. Suspicion of either of these offenses will result in a failing grade for the assignment or assessment given or the entire course. The instructor reserves the right to report all instances of cheating or plagiarism to the university as appropriate or necessary.**
9. **If you have any questions or need assistance, please contact me via email. I will typically respond to all emails within 48 hours Monday - Thursday and 72 hours Friday - Sunday.**

Course Content and Evaluation:

Course Assignments/Requirements: As this is an online course, we will utilize discussion boards to facilitate interaction among class members. Chapter PowerPoints will NOT be provided by the Professor as students are expected to read and access the book chapters and current topics in order to learn the material. Learning is further facilitated and graded by utilization of the following methods:

Discussion Boards: Three (3) discussion boards will constitute the class participation portion of your grade. In order to receive full credit, a student will be required with each discussion to respond adequately to the posted question/statement/activity and then comment thoughtfully on at least two (2) of their peers' responses. More detail available on the Discussion Board Grading Rubric.

Reading Quizzes: A total of three (3) quizzes will be given, one per module, and will be based on the assigned readings for the module. Once the quiz is submitted, students will no longer be able to view quiz questions, only the corresponding grade. Any specific questions about the quiz will be directed to the professor via email.

Quizzes are time limited. Students that step away from their computers or that lose connection access due to inactivity or time expiration will not be allowed to redo these items. It is the student's responsibility to assure that he/she has a working computer and sufficient internet access and time to complete the reading quiz in the allotted time. Only one attempt is allowed and the quiz submission will be automatic if time expires before the student submits the quiz. The quiz may include matching, true/false, short answer, multiple choice.

Reading Review Chapter Questions: In lieu of a research project or examinations, students will be required to answer the assigned review questions for each chapter covered during this course. Each question must be answered thoughtfully to provide evidence of learning and understanding the material for that corresponding chapter. In addition, the page number(s) where the information was found must be provided with each answer. More detail and examples are provided in the Chapter Review Questions Grading Guideline and/or grading rubric.

Annotated Bibliography: In lieu of a research project paper, presentation or examinations, students will complete ten (10) current article reviews on specific topics covered in this course. Only peer reviewed, full articles or documents dated since 2011 and that can be accessed via Google Scholar will be acceptable sources. More detail and examples are provided in the Annotated Bibliography Grading Guide and/or grading rubric. Both a draft and final paper are required.

Examinations- There are no examinations required for this course.

Grading/Evaluation: The standard university grading scale will be used: 90-100 (A); 80-90 (B); 70-79 (C); 60-69 (D); below 60 (F). Any grade at a .5 or higher is rounded up to the next number. Any grade at a .4 or lower is rounded down.

Discussion Boards: 8%
Reading Quizzes: 40%
Annotated Bibliography/Article Reviews: 26%
Reading Review - Chapter Questions: 26%
TOTAL: 100 %

The requirements outlined above may be subject to change by the instructor.