Healthcare Organization and Management

HCA 340 -701   Fall 2018   Location: Web Course

August 27th, 2018 – December 14th, 2018

Instructor: Amanda Waid, MHA

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General Overview of Course

This course will introduce the idea of Healthcare Organization and Management. This course provides a general overview of our healthcare system and the various information managers need to know. This course will review payer systems, stakeholders in healthcare, the different types of healthcare, etc.

Textbook: Non-required

All study materials will be provided to students via the blackboard site.

Syllabus is subject to change at the instructor's discretion. If changes are made, an Announcement will be made but it is the responsibility of the student to maintain new deadlines.

Weekly Readings

Each week, on Monday at 8:00 am a new Content Folder will appear in the content section. Weekly assignments appear Monday mornings and are due by Sunday at Midnight of that week. Within each folder will be the materials you need to review and complete each week for course credit. Remember, all materials posted in the content folders are subject to possibly be included on tests and quizzes.

Discussion Boards

Discussion Boards are great ways to spark debate on topics that we cover. Each student can present what they understand on the topic, and gain insight from the opinion of others. Discussion Boards should be kept in a formal and polite manner, remaining respectful of each student's point-of-view and understanding. Any rude or unnecessary remarks will be addressed and points deducted for that post. Furthermore, each student will be expected to submit an original post before being able to view any post from any other student. The purpose of this is to ensure that each student is submitted their own work and ideas and to provide the instructor with the understanding of each student's knowledge on the topics covered through-out the course. Each initial post will be due on Wednesday. The specific time will be posted within the Discussion Board assignment.

There will be a required number of responses as well. For example, I will most often ask that you participate in the discussion board and respond to a minimum of 3 other students. These would mean four posts total. There will also be a day-requirement. This would mean that I would ask each student to make four posts on at least two distinctive days. This will prevent most students from participating all on Sunday night, and not allowing those who participate early during the week from communicating within the assignment due to lack of participation. If there are any questions on this specific ruling, please email me ASAP so that your grade will not be affected.

Lastly, the Discussion Board post is required to be written within the Discussion Board module, not submitted within a Word Document. Students are less likely to review your post if they have to take the time to download it. Additionally, it makes grading the assignment more difficult, and requires space for having to be downloaded. Ultimately, points will be deducted for submitting an attachment as your post. If a word count is required, feel free to type the post in a Word Document, but please copy and paste it within the module to submit.

Submitted work
All submitted Assignments are required to be in a Word Document, in APA style-formatting, 12 point, Times New Roman Font, and Double-Spaced for easier grading. Your name should be included on the document, and the semester/year for University records. This course will contain a combination of Assignments, Tests, Quizzes, and extra credit opportunities. If you ever need to email me, please include the course number and the section. This is done automatically by emailing me through the Blackboard Course site, by going to Tools > Emails Users > Email Instructors. Please allow up to 48 hours for a response before re-emailing your question or concern, or before contacting other resources.

Late Assignments
At least once through-out the semester, each student will miss an assignment. If this happens, send me an email. If you have a valid reason, submit to me as much proof as you can obtain. Otherwise, towards the end of the semester I will re-open assignments and some quizzes to be taken, with the reduction of a letter grade. This means if you missed the assignments during week 2, I will let you submit those assignments at the end of the semester, but the highest grade you will be able to earn is a B.

I am not inclined to re-open tests or quizzes if you did not finish by the deadline, as you will have 7 days to plan and take that assessment. Again, if there are extenuating circumstances, please email me.

Week	Dates	Assignments	Points
1	8/27 – 9/2	Syllabus Review Syllabus Quiz – 10 questions	20 pts
2	9/3 – 9/9	Lecture: Healthcare Delivery Systems Quiz: Four Basic Models	50 pts
3	9/10 – 9/16	Lecture: Fragmentation & Financing Quiz: Fragmentation of Healthcare	50 pts
4	9/17 – 9/23	Lecture: Healthcare Providers Discussion Board: Providers in Healthcare	20 pts
5	9/24 – 9/30	Lecture: Human Resources in Healthcare Quiz: Human Resources	20 pts
6	10/1 – 10/7	Exam 1 : covering week 1 – week 5	100 pts
7	10/8/ - 10/14	FALL BREAK – NO CLASS ASSIGNMENTS	0
8	10/15 – 10/21	Lecture: Healthcare Policies & Their Influence Rough Draft Due – Policy	30 pts
9	10/22 – 10/28	Lecture: Parts of Medicare Quiz: Medicare	30 pts
10	10/29 – 11/4	Lecture: Long-term Care Quiz: Long-term Care	30 pts
11	11/5 – 11/11	Lecture: The Triple AIM Theory Quiz: The Triple AIM Theory	20 pts
12	11/12 – 11/18	Exam 2	150 pts
13	11/19 – 11/25	THANKSGIVING BREAK – NO CLASS	0
14	11/26 – 12/2	Article: Health Information Technology Discussion Board	20 pts
15	12/3 – 12/9	Work on Final Paper	-
16	12/10-12/14	Final Paper due by 12/14 at 11:59 pm	150
		Total points possible	690

Grade A = 621 – 690 total points	
Grade B = 552 – 620 total points	
Grade C = 483 – 551 total points	
Grade D = 414 – 482 total points	
Grades are not weighted	

Students with disabilities
Any student who may have a learning disability or may require additional assisted within the course should contact the Student Accessibility Resource Center.

Location: DSU, First Floor, 1074
Email: sarc.connect@wku.edu
Phone: 270-745-5004 TTY: 270-745-3030 Fax: 270-745-6289

Tutoring
For help within your courses, please contact The Learning Center.
Location: DSU, 2141
Phone: 270-745-5065
Email: tlc@wku.edu

Paper Assistance
For assistance with written assignment, creating the lay-out or simply review for correct APA format, please contact The WKU Writing Center.
Location: Cherry Hall, 123
Phone: 270-745-5719
Email: writingcenter@wku.edu