Program Overview
The healthcare administration program is an interdisciplinary program that incorporates business and health information management education and practices designed to create a comprehensive healthcare leader. Learners will participate in focused instruction within management, health information management, legal and ethical aspects, statistics, and technology; which will afford employment opportunities in various healthcare leadership capacities.

Students will acquire knowledge and skills in communicative strategy, critical thinking, transformative management, and collaborative team-building propensities throughout various course(s) within the healthcare administration program.

Candidates considering this field should prepare for high-level decision-making, comprehensive analysis, complex communications, and the ability to lead and manage others.

Career Opportunities
Healthcare administrators and leaders enjoy salaries in the top bracket of healthcare professionals. Graduates may anticipate supervisory and management roles. Graduates of this program may choose to continue their education at a four-year institution in Healthcare Administration or a related field.

The healthcare administrator or leader may work in a physician’s office, surgery center, specialty clinic, hospital, insurance company, government agency, community health setting, research foundation, long-term care facility, dental office, consulting firm, rehabilitation center or other health care facility.

According to the Bureau of Labor Statistics, Medical and Health Services Managers are anticipated to increase by +/- 32% between 2019 to 2029 (www.bls.gov).

Program Outcomes
1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate documentation and focused health information practices.
3. Graduates will demonstrate use of office and healthcare-based software applications.
4. Graduates will apply administrative and management-based practices.
5. Graduates will comply with healthcare regulatory guidelines.

Program Faculty
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Part-time/Full-time Options
This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

Program Requirements
☐ Check off when completed
☐ All classes must be successfully completed with grade “C” or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>□ BTEC 1421 Business Information Applications I</td>
<td>3</td>
</tr>
<tr>
<td>□ BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>□ BUSN 2450 Management Fundamentals</td>
<td>3</td>
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<tr>
<td>□ HMRS 1400 Human Resource Management</td>
<td>3</td>
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<tr>
<td>□ MEDS 1420 Health Information Foundations</td>
<td>3</td>
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<tr>
<td>□ MEDS 1480 Medical Terminology</td>
<td>3</td>
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<tr>
<td>□ MEDS 1560 Computerized</td>
<td>3</td>
</tr>
<tr>
<td>□ MEDS 1562 Billing and Reimbursement</td>
<td>2</td>
</tr>
<tr>
<td>□ MEDS 1570 Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>□ MEDS 2430 Pharmacology for the Medical Office</td>
<td>2</td>
</tr>
<tr>
<td>□ MEDS 2434 Legal and Ethical Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>Subtotal</td>
<td>30</td>
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</tbody>
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General Education/MnTC Requirements

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area

☐ Goal 1: Communication
☐ ENGL 1711 Composition 1 – 4 cr
☐ COMM XXXX – 3 cr
☐ Goal 3 or Goal 4
☐ MEDS 1562 Billing and Reimbursement – 2 cr
☐ MEDS 1570 Human Disease – 3 cr
☐ MEDS 2430 Pharmacology for the Medical Office – 2 cr
☐ MEDS 2434 Legal and Ethical Aspects of Health Information – 2 cr
☐ Subtotal – 30 cr

Total Program Credits – 60 cr

Recommended Electives:
☐ ACCT 2410 Financial Accounting – 4 cr
☐ BUSN 1760 Principles of Finance – 4 cr
☐ MEDS 2510 Quality Management and Health Statistics – 3 cr

Prerequisite Course Sequence Requirements:
☐ MEDS 1560 (MEDS 1420) fall/spring
☐ MEDS 1562 (MEDS 1420) fall
☐ MEDS 1570 (MEDS 1470 or 1480) fall/spring
☐ MEDS 2430 (MEDS 1480 or BIOL 2721 & 2722) fall/spring
☐ MEDS 2434 (MEDS 1420) fall

See back of this guide for Program Start Dates, Course Sequence & Transfer Opportunities

Information is subject to change.
This Program Requirements Guide is not a contract.
### Program Start Dates

Fall, Spring, and Summer

### Course Sequence

The following course sequence is recommended for full-time students. Students must consult with a program advisor to develop an educational program plan before registration.

All classes must be successfully completed with grade of "C" or better.

#### First Semester (Year 1)
- BIOL 1740 General Biology: The Living Cell ........... 5
- BUSN 1410 Introduction to Business .................. 3
- MEDS 1420 Health Information Foundations ............ 3
- MEDS 1480 Medical Terminology ..................... 3
  
  **Total Semester Credits** ......................... 14

#### Second Semester (Year 1)
- BIOL 2721 Human Anatomy and Physiology 1 ........ 4
- BTEC 1421 Business Information Applications I ........ 3
- ENGL 1711 Composition I ........................... 4
- MEDS 1562 Billing and Reimbursement ................ 2
- Goal 5: History, Social Sciences,
  and Behavioral Sciences .......................... 3
  
  **Total Semester Credits** ......................... 16

#### Third Semester (Year 2)
- BIOL 2722 Human Anatomy and Physiology 2 ........ 4
- HMRS 1400 Human Resource Management ............... 3
- MEDS 2434 Legal and Ethical Aspects of
  Health Information .............................. 2
- Goal 1: COMM XXXX ............................... 3
- Goal 6: Humanities and Fine Arts ................... 3
  
  **Total Semester Credits** ......................... 15

#### Fourth Semester (Year 2)
- BUSN 2450 Management Fundamentals ................. 3
- MEDS 1560 Computerized Health Information .......... 3
- MEDS 1570 Human Disease .......................... 3
- MEDS 2430 Pharmacology for the Medical Office ...... 2
- MATH 1740 Introduction to Statistics ................ 4
  
  **Total Semester Credits** ......................... 15

**Total Program Credits** ......................... 60

### Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

For more information please go to saintpaul.edu/Transfer.

**Healthcare Administration AS**
- BA Individualized Studies
  - Metropolitan State University
- BA Health Care Administration
  - Concordia University, St. Paul
- BAS Health Services Administration
  - Minnesota State University Moorhead
- BS Healthcare and Human Service Management
  - Saint Mary’s University,
    Twin Cities Campus