Program Requirements Guide 2021-2022

Healthcare Administration AS DEGREE

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 expected to have rapid employment growth. Medical and Health Services Managers are expected to have median annual earnings of $75,300. Median annual earnings for Medical and Health Services Managers are $75,300.

According to the Bureau of Labor Statistics, Medical and Health Services Managers are expected to experience rapid employment growth of 31.3% from 2019 to 2029 (www.bls.gov).

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Program Outcomes
1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate documentation and 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 Health Information</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1562 Billing and Reimbursement</td>
<td>2</td>
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<tr>
<td>MEDS 1570 Human Disease</td>
<td>3</td>
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<tr>
<td>MEDS 2430 Pharmacology for the Medical Office</td>
<td>.2</td>
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<tr>
<td>MEDS 2434 Legal and Ethical Aspects of Health Information</td>
<td>2</td>
</tr>
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<td><strong>Subtotal</strong></td>
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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
  - SPCH XXXX – 3 cr
- **Goal 3 or Goal 4**
  - MEDS 2430 Pharmacology for the Medical Office – 2 cr
- **Goal 5: History, Social Science and Behavioral Sciences**
  - MEDS 1570 Human Disease
  - BIOL 2721 Human Anatomy and Physiology 1 – 4 cr
  - BIOL 2722 Human Anatomy and Physiology 2 – 4 cr
  - BUSN 1760 Principles of Finance – 3 cr

**Total Program Credits**

- **60**

**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.

Minimum Program Entry Requirements:

Students entering this program must meet the following minimum program entry requirements:

**Reading:** Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900

**Writing:** Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900

**Quant. Reasoning, Algebra & Stats:** Score of 270+ or Adv. Algebra & Functions: Score of 250+ or grade of “C” or better in MATH 0920

**Keyboarding Skills:** Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.

**Computer Skills:** Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.

**Assessment Results and Prerequisites:**

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
Program Requirements Guide 2021-2022

Healthcare Administration AS DEGREE (continued)

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: SPCH 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