



**HSAD 5013 Health Services Administration Foundations
Gunn College of Health Sciences and Human Services**

HSAD 5013 Section x10/x11
Fall 2023

Contact Information

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Course Description

This is the beginning course for all entering graduate students in the health care administration program. The course will conduct a review of the history of the health care in the US including a systematic examination of some major federal, state and local health agencies. Other topics that will be explored include the Affordable Care Act (ACA), U.S. demographics and their impact on the health status of the nation, and the importance of DRG and ICD-10 coding in financing healthcare. During this course students will strive to improve their graduate level writing and research skills. Scholarly areas that will be focused on include study and critical thinking skills needed to become successful in various health care related academic fields.

Course Objectives

Upon completion of this course, students will be able to:

1. Describe the major federal, state and local health care institutions that impact on health care delivery in the U.S.
2. Understand the dynamic tensions that may exist between federal, state and local health care governments.
3. Describe the contemporary environment within which health care delivery takes place in the U.S.
4. Identify some of the basic problems in the distribution and financing of health services in the U.S.
5. Embark on an understanding of the role of an administrator in health care.
6. Demonstrate competence in critical writing skills and analysis.
7. Summarize basic research methods using correct grammar and the APA format.

Textbook & Instructional Materials

Aaron, J. E. . Little Brown Handbook (Brief)(Tabbed Ed) 6th Ed. Longman Publisher.

Amer Psychol Assn.(2010). Publication Manual of APA. 6th Ed. ISBN: 9781433805615

Paul, R. and Elder, L. (NA). Thinker's Guide...How to Study & Learn. Foundation for Critical Thinking. ISBN 9780944583111

Paul, R. and Elder, L. (NA). Miniature Guide to Critical Thinking. Foundation for Critical Thinking. ISBN 9780944583104

Study Hours and Tutoring Assistance

Writing Assistance can be found at the Writing Center. Information about the center is located at: <https://mwsu.edu/writing-center/>

Student Handbook

Refer to: [Student Handbook 2017-18](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Grading

Table 1: Points allocated to each assignment

Assignments	Points
Writing Assignments (WA) 40% of WA based on grammar 40% of WA based on content 20% of WA based on APA style	56
Discussions	24
Final Exam	20
Total Points	100

Table 2: Total points for final grade.

Grade	Points
A	89.6 to 100
B	79.6 to 89.5
C	69.6 to 79.5
D	59.6 to 69.5
F	Less than 59.5

WA

Each module will have one WA, the goal of the WA is to focus on a particular aspect of the module. Unless instructed otherwise, each WA must have a minimum of two referenced peer reviewed articles from an academic journal, this does NOT include the textbook, commercial, or government websites. The professor will review each WA, point out its strengths and offer suggestions for improvements.

Turnitin

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes. The university makes Turnitin available to the professor for the purpose of verifying the originality of a student's work.

WA style

All WAs must be in Microsoft WORD and when submitted must show as a .doc or .docx document. The instructor is not responsible for trying to open documents which are not in this format. If the instructor can't open the document it is the same as if you didn't submit it.

All WAs must have student name, class, and WA number in the header of the word document.

The WAs must be written using the APA style (see the APA manual or OWL for more explanation), double-spaced, and typed in Times Roman 12 Font.

Quotations

Quotations should never be used, put the information into your own words so that it's obvious to the reader that you understood what you read. Uncited and/or unnoted quotes are never acceptable and can result in an automatic "F" for the assignment.

Technical Difficulties in D2L

Do not email the instructor if you have a technical difficulty such as being unable to upload a document. If you have difficulty uploading a file email tech support for help immediately, they are online after normal campus work hours and can help you upload it. If the problem is on our end and the distance education tech support can't fix it quickly, they will let the instructor know

Exam

The Class will have one exam. The final exam is cumulative, online, and will be timed. Exams in this class must be proctored. A proctor simply observes you while you are taking the exam. For a proctor to be considered as acceptable they must complete the form located on the homepage. Some proctors charge for their services, if this is the case, it's up to you and your proposed proctor to negotiate any fees they will charge you. See the class homepage for more details.

Discussions

You must answer the questions posted by the instructor in the D2L classroom area and then respond to at least one of your classmate's comments. Saying "I agree" or "That's a great point." doesn't count as a response. The response

must be carefully thought out, and draw upon the readings or other appropriate outside sources.

Late Work

ALL assignments must be turned in on time or you will receive a grade of zero. If you have an emergency arise, you must ask for permission to turn your work in no later than 3 days prior to the due date of the assignment. Work doesn't count as an emergency. So, DO NOT WAIT until the last hour to turn in your work. This is especially important if you've had prior difficulties uploading your documents.

Important Dates

Last day for term schedule changes: August 26 to 28, 2019

Deadline to file for graduation: Sept 30, 2019

Last Day to drop with a grade of "W:" October 28, 2019

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

As this is an online class there are no set attendance policies. However, students should check into the D2L class area every couple of days to make sure they are aware of any class changes or comments and that they are keeping up to date with their assignments.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student

computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the ***Schedule of Classes*** each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Disability Support Services

Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity." The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397.4140, TDD (940) 397.4515, or 3410 Taft Blvd., Clark Student Center 168.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful

possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule

Module	Activities/Assignments/Exams	Due Date
Module 1	<p><u>Major section topics</u> – additional information and notes are located in the content and discussion area</p> <ul style="list-style-type: none"> -Intro to Class -D2L Orientation is located in your list of classes -Introduction to the Library and its Databases -Beginning Grammar Review and Grammar Pre-test <p><u>Reading and Video Assignments</u></p> <ol style="list-style-type: none"> 1. D2L Student orientation 2. Available Training <ol style="list-style-type: none"> A) Library Walking Tours (see Walking Tours Handout) B) Youtube Videos – additional links are also located in the Module area <ol style="list-style-type: none"> a) Logging into the mymwsu.edu Mymwsu b) Logging into the Library c) Overview of the library resources https://libguides.mwsu.edu/?b=s d) Signing into the Moffet Library Databases this is where you can find peer reviewed articles) e) How to recognize peer-reviewed articles f) How to find Electronic books g) How to Borrow books 	WA1 due 9/18

Module	Activities/Assignments/Exams	Due Date
	<p>3. Little Brown Handbook (Brief)(Tabbed Ed) Edition (LB Brief): 5th pg. 2-7</p> <p>4. Sentence Writing</p> <p>a. Note – long complicated sentences can often work against you when graded</p> <p>5. Aaron LB Brief- part 4 sentence parts and patterns</p> <p>a. Common grammar problem – missing the article (a, an, or the)</p> <p>Two Grammar Videos</p> <p>Paragraph Writing in an Essay Making sure your paragraph has a good topic sentence which is then explored in the following sentences, and ends with a good transitional sentence</p> <p>Writing a Perfect Paragraph</p> <p>Writing a good transition sentence</p> <p>6. Aaron LB Brief – part 1 writing a paragraph: pages 43-59</p> <p>Please note where the presenter in the video says you can either skip a line or indent the first line. WE indent the first line (5 spaces). Where he says a paragraph can be any length, this may be true for journalism and other types of academic fields, but in ours - a paragraph should be AT least 3 sentences (Topic sentence, explanatory sentence(s), final transitional (bridge) sentence the closes out the topic and leads the reader to the next paragraph).</p> <p>Assignments: Getting Started Discussions(D) Part 1 & 2 under Communications tab Plagiarism Tutorial and Diagnostic Exam Grammar Pre-Test in the Assessment Area under 'Tests' Complete WA1 under 'Assessment' All assignments are due by 9/18</p>	
Module 2	<p><u>Major topics –</u> Orientation to Studying and Learning APA formatting – formatting is covered in the LB, OWL and the APA manual, if you can't find an answer is one, try the other. Outlining a Research Paper Writing an introductory paragraph to a research paper Reading and Video Assignments</p>	

Module	Activities/Assignments/Exams	Due Date
	<p>1) Paul - Thinker's Guide...How to Study & Learn Edition: N/A</p> <p>1) Paul – Critical Thinking</p> <p>2) APA Manual – focus on the sections on referencing and citing articles and writing style (check for pg. numbers)</p> <p>3) OWL at Purdue OWL</p> <p>a) Start out by scanning each of the sections covered at the website it’s a very useful tool when writing in the APA style and can answer a lot of your questions</p> <p>4) Little Brown Handbook (Brief)(Tabbed Ed) Edition: 5th APA section</p> <p>5) Writing an introduction to a research paper - Writing an Introduction</p> <p>Many of our students earned their bachelor’s degrees in a clinical or scientific field. Health care administration is a combination of science, health and business so it requires a different approach to writing and learning. Memorization is important BUT equally, and perhaps more importantly, at the graduate level, are critical thinking skills. So, the first step for a student in a new field is to adjust their study habits to that new field. If you haven’t been in school for a while, if you attended school in another country, or if you attended a face to face program you may not know how to access the online databases available to you at MWSU. The above videos will help you learn how to make use of this asset.</p> <p>Discussion Assignment: Using the comments you received rewrite your research question. REMEMBER there is a difference between a research question and a knowledge question. A knowledge question is when you have answered question you are just collecting the research and other information that has answered that question. A research question is one that hasn’t been answered, and your job is to try to answer that question. If you have not done so, watch the YouTube video link from the prior module, before you try this exercise. REMEMBER a research question needs to be original – EG it asks a question that hasn’t been answered or is still debatable.</p>	

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	<p>Now</p> <p>A) Create an outline for the paper you would write to help answer this question using the articles you found in the prior assignment. To see how to write an Outline</p> <p>B) Choose another student's outline and offer suggestions for improvements or additions. (if someone has already commented on a student's work, choose another student to respond to, so everyone has at least one other student helping them improve their work)</p> <p>WA2 – Write single, formal introductory paragraph based on your research question and the first section of your outline. Be sure to put it in APA format including citations and references (refer to LBH, the APA manual and/or OWL).</p> <p>Here's an example of an introduction section, including the research question:</p> <p>“Increasing demographic pressure due to growing cohorts of older populations, results in changing priorities for the European countries. Political and social expectations influenced by the increasing life expectancy are expressed in the concept of ageing with high quality of life, lower level of morbidity, fewer years of disability and high life standards [1]. This new approach to the older stage of life has been associated with an increasing research and public interest in developing an innovative, but still not so well defined, multifaceted concept of healthy ageing (interchangeably named by some researches as “active aging” or “successful ageing”), especially in relation to the main priorities for the public health policies in the ageing era. This study focuses on the relation between healthy ageing (i.e. being healthy at older age) and three groups of factors: healthy lifestyle, psychosocial factors and socio-demographics.”(Sowa, Tobiaz-Adamczyk, Topor-Madry, Poscia & la Milia, 2016, p 441).</p>	<p>09/25</p> <p>9/25</p> <p>10/02</p>

Module	Activities/Assignments/Exams	Due Date
	<p>Sowa, A., Tobiasz-Adamczyk, B., Topór-Mądry, R., Poscia, A., & Ia Milia, D. I. (2016). Predictors of healthy ageing: public health policy targets. <i>BMC Health Services Research</i>, 16, 441-453. doi:10.1186/s12913-016-1520-5</p>	
<p>Module 3</p>	<p><u>Major topics –</u> APA formatting cont. (Refer to readings in both this and prior modules) Overview of the Early History of HC in the US (1700-1850) Basic Math Review for statistics – pre-quiz Expanding on the introduction <u>Reading and Video Assignments</u> (See PPT notes in the content area)</p> <ol style="list-style-type: none"> 1. APA Manual – focus on the sections on referencing and citing articles and writing style (check for pg. numbers) OWL at Purdue OWL 2. Start out by scanning each of the sections covered at the website it's a very useful tool when writing in the APA style and can answer a lot of your questions Little Brown Handbook (Brief)(Tabbed Ed) Edition: 5th Grammar AND APA section 3. Expanding on your introductory paragraph. Expanding your Introduction <p><u>Sample</u> outline for an introduction section:</p> <ul style="list-style-type: none"> I) Overview and very brief history of the topic II) Current Trend/Statistics III) The problem and its importance IV) The research question VI) Conclusion and overview of the paper to follow <p>Additional readings and videos you should review depending on the commentary for your introduction paragraphs.</p> <ol style="list-style-type: none"> 1. Incorrect and correct use of commas Punctuation 	

Module	Activities/Assignments/Exams	Due Date
	<p>2. Watch out don't overuse semicolons (;), try to limit its use to only once or twice in a short paper.</p> <p>3. Missing articles, I often see missing articles in folks whose original language isn't English... which is why I included a youtube video link on this subject in the first module, but if you are still unsure about articles here's another video: Missing Articles</p> <p>4. Changing words to their plural form can be confusing for both native English speakers and nonnative English speakers. Sometimes one should add an 's' sometimes an 'es' and sometimes the spelling of the word changes: EG suppose I wrote</p> <p>"There is one woman standing by the tree."</p> <p>How would I change this sentence if another woman joins the first one and there is more than one tree- which words do you use?</p> <p>A) is B) are</p> <p>A) womans B) women C) womens D) womenes</p> <p>A) tree B) trees</p> <p>The answer is B, "There are two women standing by the trees."</p> <p>So the plural for is, is 'are' and the plural form of woman is women but the plural for tree is trees. Here's a link to a short video on this subject plural (remember women is plural, woman is singular)</p> <p>Discussion 3 Assignment – Citing Practice (I will provide links to articles and assign one to each student in the discussion area).</p> <p>A) Create an unquoted cite using information contained in a paragraph or sentence from this article AND</p>	<p>10/9</p>

Module	Activities/Assignments/Exams	Due Date
	<p>B) Create a cite that is for a direct quote.</p> <p>C) Review another student’s work and critique their citation and reference work.</p> <p>WA 3 – Now write a full introduction section for your paper - Your introduction section should include several paragraphs that introduces the topic, its importance and your research question Remember to review any comments made on the introductory paragraph from previous module assignment and revise the paragraph in response to them. Check the list of additional readings and the LB brief for help.</p>	<p>10/09</p> <p>10/16</p> <p>10/16</p>
Module 4	<p>Major topics – Hs of HC (1850 – 2010) Federal health agencies and their roles How to write a literature review for a paper Some very basic statistical concepts – mean, median and mode Understanding some basic statistical concepts commonly seen in research articles Part 1 <u>Reading and Video Assignments</u> (See PPT notes in the content area) Writing a Literature Review</p> <p style="text-align: center;">Federal Agencies with a health focus. <u>National Institutes of Health</u> National Cancer Institute National Center for Complementary and Alternative Medicine National Center for Minority Health and Health Disparities National Eye Institute National Heart, Lung, and Blood Institute National Health Service Corps National Human Genome Research Institute National Institute on Aging National Institute on Alcohol Abuse and Alcoholism National Institute of Allergy and Infectious Diseases National Institute of Arthritis and Musculoskeletal and Skin Diseases National Institute for Biomedical Imaging and Bioengineering</p>	

Module	Activities/Assignments/Exams	Due Date
	<p> National Institute of Child Health and Human Development National Institute on Deafness and Other Communication Disorders National Institute of Dental and Craniofacial Research National Institute of Diabetes & Digestive & Kidney Diseases National Institute on Disability and Rehabilitation Research National Institute on Drug Abuse National Institute of Environmental Health Sciences National Institute of General Medical Sciences National Institutes of Health National Institute of Mental Health National Institute of Neurological Disorders and Stroke National Institute of Nursing Research National Institute for Occupational Safety and Health Department of Health and Human Services Administration on Aging Agency for Healthcare Research and Quality Agency for Toxic Substances and Disease Registry Center for Biologics Evaluation & Research Center for Devices and Radiological Health Centers for Disease Control Office of Human Services Emergency Preparedness & Response Center for Drug Evaluation and Research Center for Food Safety and Applied Nutrition Centers for Medicare & Medicaid Services Environmental Protection Agency (click on headquarters offices to see offices within the agency) Food and Drug Administration Health Resources and Services Administration Indian Health Service Substance Abuse and Mental Health Services Administration President's Council on Fitness, Sports & Nutrition Military Health Care Services Air Force Medical Service Army Health Services Marines Health Services TriCare U.S. Army Public Health Command </p>	

Module	Activities/Assignments/Exams	Due Date
	<p>(Directly quoted from) Vadini F, Calella G, Pieri A, Ricci E, Fulcheri M, Verrocchio MC, De Risio A, Sciacca A, Santilli F, Parruti G. (2017). Neurocognitive impairment and suicide risk among prison inmates. J Affect Disord. 225:273-277. doi: 10.1016/j.jad.2017.08.030. [Epub ahead of print]</p>	
<p><u>Module 5</u> <u>Starts</u> <u>10/23</u></p>	<p>State and local Agencies Private Sector HC Organizations Profit vs Nonprofit Single practice vs Group Practice Hospitals vs Stand-alone care centers (EG surgi-centers, physical therapy) ACO organizations <u>Reading and Video Assignments</u> <i>Additional links and notes will be posted here shortly</i> Discussion 5– Choose a private HC organization you might like to work in, discuss it and why you might like to work there. Also discuss what career role you might aspire to in the organization, that role must be administrative in nature. WA 5 – Review comments from the previous module assignment and revise the literature review in response to them. Check the list of additional readings and the LB brief for help.</p>	<p>11/13</p> <p>11/13</p>
<p><u>Module 6</u> <u>Starts</u> <u>11/5</u></p>	<p>Future of HC Role of Administrators What is Coding and why is it important to HCOs For more guidance on how to write this WA take another look at – LBH and Literature Review Also take a look at Mini-Lit Review Basic statistics cont (probability and rates/ratios) Discussion 6 – Identify a Code commonly used in the area in which you wish to work (EG COPD= what is its code) and its sub-codes. To find codes search online for ICD 9 (or 10) codes.</p>	<p>12/04</p>

Module	Activities/Assignments/Exams	Due Date
	<p>WA 6 – Revise the introduction, and the lit review again; next write a SUMMARY paragraph, this should summarize the main points you found in the literature that relate to your research question, then write a RECOMMENDATION paragraph with your recommendations for future studies and/or changes in procedures etc and finally write a CONCLUSION that combines the main points in the literature, your main recommendation(s) and the ‘answer’ to your research question.</p>	<p>12/04</p>
<p>Final Exam</p>	<p>This test will cover grammar, APA formatting, history of HC in the US, and basic statistics and related mathematics. The exam will be given using Respondes lockdown – to take it you will need to have access to a computer which has a video recorder so that you can be observed as you take the exam.</p>	<p>DATE</p> <p>The Final exam will be open on 8th dec. 8:00 AM and close 11th Dec. 8:00 PM</p>