
Master of Science in Health Services Administration

On Campus and Online

Overview

The Master of Science in Health Services Administration degree promotes the use of management and organizational theory, an understanding of health care delivery, reimbursement and financing systems, and applied research to formulate, implement, and evaluate managerial decisions in a health care setting. Areas of study in the curriculum include management, health policy, legal topics in health care, financial management, health marketing and strategic planning, quantitative methods, and research methods.

The Master of Science in Health Services Administration is an internationally recognized degree, and is widely regarded as an outstanding graduate degree in the field of health care management. The program of study integrates both major topical areas in health care management (such as law, financial management, marketing), which are essential given the increasing business orientation of health care, and applied health care research. Upon completion of the program, a graduate will have the necessary academic training to assume a mid- to upper-level management position in a health care setting (e.g., practice management, managed care, acute care, long-term care, insurance). Graduates may also be qualified to take the national nursing home administrator examination for licensure as a nursing home administrator upon completion of an administrator in training program of study.

The Master of Science in Health Services Administration Program is primarily intended for students who have academic preparation in the liberal arts, the applied sciences (e.g., students with a Bachelor's degree in nursing), or business, and seek a career in health care administration. These students will benefit from the health services administration focus of the curriculum, which has been designed to meet the educational needs and career goals of persons with a desire to apply management techniques to organizations in a health care setting.

The School of Business participates in the SUNY Learning Network; this is a consortium of campuses who have joined together to offer graduate and undergraduate on-line courses. Currently, it is possible to complete the Master of Science in Health Services Administration program entirely on-line (via the World Wide Web). On-line course information is available in the SUNY Learning Network Course Guide and in the College's course schedule.

Admissions Guidelines

Students admitted to the Master of Science in Health Services Administration Program are expected to be proficient in two general areas common to graduate programs in health management upon admission, accounting and statistics. Students will also be required to demonstrate computer competence with spreadsheets, word processing and databases by the end of the first semester. Competence may be determined by coursework or work experience. Admitted students lacking these proficiencies should consult with a graduate advisor to determine appropriate course selection to address these

deficiencies. Prerequisite skills may be fulfilled in a variety of ways including: transfer courses, courses at SUNYIT, and College-level Entrance Program (CLEP) or Regents College Degree (RCD) examinations for students with appropriate knowledge, but no official documentation.

An application for admission to the Master of Science in Health Services Administration Program must be filed, along with all supporting documents, with SUNYIT's Admissions Office.

Admission Criteria

- A baccalaureate degree from an accredited university or college.
- A 3.0 or higher overall G.P.A.
- A course in statistics with a C or better; a course in accounting with a C or better. A student who does not meet this requirement may be admitted with a deficiency.

- **GMAT or GRE**

Scores from the GMAT (Graduate Management Admissions Test) will follow the AACSB (American Assembly of Collegiate Schools of Business) recommended guideline:

A total of 1,000 points based on 200 x undergraduate GPA + GMAT score.

SUNYIT will use prior academic achievement and the GMAT or GRE as the basic guide to determine admissibility, except in the following cases:

- Minimum of 400 on GMAT is required for admission.
1. The applicant has demonstrated, through exceptional performance in a management career, that his or her undergraduate grades were not indicative of academic performance.
 2. Conditional admission may be allowed for promising candidates who do not perform well on the GMAT or GRE. Students must maintain at least a B average in the first three courses completed in order to remain matriculated.

The Program

The program may require up to 45 graduate hours of study depending on the individual student's prior coursework and professional experience. In an effort to recognize and accommodate the expected diversity of baccalaureate backgrounds of the targeted student population, a flexible degree program was created. The program allows internal flexibility through the advisement process to address variations of student direct job related experience and specialized learning. The Master of Science in Health Services Administration Program is designed to accommodate both business and non-business baccalaureate students who typically need a series of background or prerequisite courses. Students who document either previous academic training or occupationally developed expertise will be given special consideration of selected coursework or prerequisite waiver. However, no

student will graduate with less than 33 hours of completed graduate coursework within the Master of Science in Health Services Administration Program.

Program Requirements

Core

Health Systems (3 hours required)

Policy (3 hours required)

Economics (3 hours required)

Law (3 hours required)

Management (3 hours required)

Accounting & Finance (6 hours required)

Marketing & Planning (3 hours required)

Quantitative Methods (3 hours required)

Research Methods (3 hours required)

Integrative Capstone (3 hours required)

In addition to the Core Courses, students will be required to also complete at least six hours of electives:

MSHSA Electives

(6 hours required)

Electives

Health Services Administration

Other Graduate Electives

Other graduate courses are available

Requirements Notes

1. An introductory statistics and accounting course are required for this curriculum. Students will also be required to demonstrate computer competence with spreadsheets, word processing and databases by the end of the first semester. Competence may be determined by coursework or work experience.
2. In some cases undergraduate courses will satisfy a Core Course Requirement. This determination will be made upon admission.
3. At least 3 credits of electives must be Health Services Administration electives, however, students with a special interest may petition to complete the elective requirement without a health related elective.

Course Requirements

HSM 500-Health Care Systems

HSM 501-Health Policy

HSM 505-Health Economics

HSM 509-Legal Issues in Health Care

HRM 518 - Human Resource Management or other organization management course

FIN 525-Financial Management Problems
HSM 535-Financial Management of HCO (HSM 435)

HSM 525-Health Care Marketing and Strategic Planning (HSM 425)

MGS 511-Quantitative Business Analysis

HSM 680 Research Methods for HSA

HSM 685-HSA Environments and Strategies

Course Selection

HSM 522-Nursing Home Administration

HSM 531-Financial Management for Ambulatory Care Org

HSM 699-Thesis in Health Services Administration

HIM 501 - Health Care Informatics

Any course offered in the MBA program or MS Accountancy program.

Internship

Students without any health related experience will be required to complete a six-credit hour internship. The determination for this requirement will be made upon admission by the Program Director.

Degree Review for Master’s Students

After completing 12 graduate credit hours, all students will be evaluated to determine whether their academic progress has been satisfactory to admit them into candidacy. Students who are not admitted into Candidacy will not be allowed to continue in the program. The Program Coordinator will use a student’s G.P.A. to evaluate his or her academic performance. Students with a G.P.A. of 3.0 or higher will automatically be admitted into candidacy. The Program Coordinator will take one of the following actions for students whose G.P.A. is below a 3.0: (1) require the student to complete additional (i.e., remedial) coursework to enhance the student’s skills in a specific area, e.g., writing, statistics; (2) allow the student to take one to two more graduate courses and require the student to obtain specific minimum grades, e.g., a B+, or higher to continue in the program; or (3) dismiss the student from the program and provide the student with academic/career advisement as appropriate.

Distance Learning

The Health Services Management Program embarked on its distance learning efforts in 1998 in an effort to make its Programs available and accessible to working professionals and persons who are place-bound and do not have HSM degrees at the undergraduate or graduate levels in their area. The Program chose a web-based asynchronous learning mode which allow students to work on their classes with a great deal of flexibility and within the confines of their personal circumstances. All that is required is a computer, an Internet connection and the desire to pursue a health services degree. Some basic computer skills are necessary. The Health Services Management Program uses the SUNY Learning Network (SLN) for its course management and technical support.

Graduate Distance Learning Guidelines

The purpose of the campus residency is to ensure program integrity and identify areas of student weakness. Students may be advised of the need to repeat selected coursework or engage in other such academic activities that will satisfy the reviewing panel’s concerns. The scheduling of campus residencies will be done in consultation with the student’s advisor.

- For students planning to complete a substantial number of credit hours online, a campus residency of 1-3 days, for testing and seminars, will be required. The residency will be available in May.
- The campus residency will be scheduled after the completion of 12 credit hours of Master of Science in Health Services Administration coursework completed online. Additional credit hours, but no more than six, will be permitted prior to the campus residency with permission of the student’s advisor.
- Any student who is completing degree requirements both on campus and online will be required to schedule a campus residency after the completion of nine credit hours of Master of Science in Health Services Administration coursework online and a total of 15 credit hours. Additional credit hours

will be permitted prior to the campus residency with permission of the student's advisor. A second residency will be required if the student completes nine additional credit hours online.

- A second residency will be required at the conclusion of the student's coursework and prior to engaging in an internship. During the second residency a student presentation will be required that will include the major project completed for the Capstone Course – HSM 685.
- At the conclusion of the student's fourth online course, a minimum GPA of 3.0 is required. A lower GPA will result in academic counseling and may require the student to withdraw from the distance learning program. No more than two Cs will be permitted during the online program.

Full-time Faculty

Kimberly Jarrell, Assistant Professor of Management and Technology Management, Ph.D., Syracuse University.

James H. Morey, Associate Professor; M.B.A., George Washington University; CPA State of New York. Hospital merger/consolidations; nursing home establishment, expansion and acquisition, and operational analysis.

Gary D. Scherzer, Associate Professor; M.P.H., University of Tennessee. Public health, planning, marketing, health policy.

Janice Welker, Assistant Professor; Ph.D., Saint Louis University. Managed care, economics and capstone course.

