

HE 250-O Management and Administration of Health Care Organizations

Linn-Benton Community College

Department of Health and Human Performance

Winter 2020: Online

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Office Hours: virtual hours by appointment

COURSE DESCRIPTION: An introduction to the administrative operations of healthcare organizations. Examines the various service settings and their organization, personnel, and resources as well as the role of the manager in healthcare settings.

LEARNING RESOURCES:

Required Textbook Buchbinder, S.B., & Shanks, N.H. (2017). *Introduction to Health Care Management*. Third Edition Jones & Bartlett, Publishers.

STUDENT LEARNING OUTCOMES:

- Summarize concepts and theories in healthcare management.
- Develop skills in using materials and references, tools and/or technology central to Health Care Management.
- Select, use, and critically analyze current Health Care Management research and literature.
- Relate healthcare management theory with real-world problems through the use of case studies.
- Develop the ability to work productively with others in multidisciplinary and ethnically diverse teams.
- Identify the main components and issues of the organization, financing, and delivery of health services in the U.S.
- Apply the appropriate principles and metrics to address performance issues within and between healthcare organizations

COURSE COMMENTS:

1. **I do not accept any assignments in the form of an email attachment.** If you want to send files electronically, you must do so through your Moodle site.
2. Assignments should be double-spaced and in 12-point font (Calibri, Arial or Times New Roman) and checked for grammar, spelling, and structure.
3. I do accept late assignments; they will decrease in point value 10% for each day it is late. If you

have any questions regarding this policy, please let me know.

4. Students are expected to be honest and ethical in their academic work. Academic dishonesty is defined as an intentional act of deception in one of the following areas:
 - Cheating – use or attempted use of unauthorized materials, information or study aids
 - Fabrication – falsification or invention of any information
 - Assisting – helping another commit an act of academic dishonesty
 - Tampering – altering or interfering with evaluation instruments and documents
 - Plagiarism – representing the words or ideas of another person as one's own

5. Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

6. LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (for further information <http://po.linnbenton.edu/BPsandARs/>) Board Policy P1015

7. **Basic Needs:** Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Single Stop Office for support (SinglestopatLBCC@linnbenton.edu , 541-917- 4877, or visit us on the web www.linnbenton.edu under student services for current students). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

All assignments, instructions, and grading rubrics can be found on Moodle.