

ENTERING THE CERTIFICATE PROGRAM IN HEALTH SERVICES MANAGEMENT

HISTORY:

The Certificate program is an outgrowth of the Norfolk State University Bachelor of Science Degree in Health Services Management. The Health Services Management Program is designed to prepare individuals to enter the administrative side of the health care field as entry-level managers.

PURPOSE:

The certificate in health services management is designed for health care professionals who are seeking to improve their management and leadership skills.

AUDIENCE:

- Persons already employed in the health field with an associate or bachelor degree.
- Persons currently in managing position in the health field or on a career path in the direction of health care management.
- Person interested in gaining knowledge of careers in the health care field.

NUMBER OF CREDITS:

Thirteen (13) semester credits are required to obtain the Certificate.

Students are not permitted to either transfer courses into or substitute courses in the Certificate Program. All semester credits applicable to the Certificate Program must be earned at Norfolk State University.

COURSES AND DESCRIPTIONS:

HSM 300 – HEALTH SERVICES MANAGEMENT – Three Credits

Provides a broad orientation to the health delivery system and discusses the role of the health services manager and/or supervisor. Organizational theory and practical information about health administration are addressed. Students will investigate the organizational and environmental context within which a health manager works.

HSM310 – HEALTH PERSONNEL MANAGEMENT – Three Credits

Principles and practices in personnel recruitment, selection, management, and utilization are stressed. Emphasis is placed on unique characteristics of professional, technical, skilled, and unskilled health care workers. In depth, study of legal responsibilities, contract administration, grievance procedures, and in-service training and education is covered.

HSM 311 – LEGAL ASPECTS AND ETHICS OF HEALTH CARE DELIVERY – Three Credits

Presentation of the historical perspectives, current status, and future projections in the health care field as it relates to the legal system. Topics such as concepts of corporate liability, malpractice, and professional negligence are covered. Informed consents, incident reporting, and the importance of accurate and complete records are stressed. Emphasis is placed on the prevention of legal actions. Examination of the role of ethics and moral decision-making in the work-a-day life of the health service manager is discussed with attention given to certain professional codes of ethics as they impact upon the health care field.

HSM 331 – HEALTH FINANCIAL MANAGEMENT - Four credits

An overview of economic theory and practice in the financial interactions between consumers and providers of health care services are presented. An orientation to the financial management of problems, budgets, and practices is provided.

ADMISSION REQUIREMENTS:

- Those required for the University, **with the exception of SAT/ACT scores**
- A letter of recommendation from the prospective student's supervisor
- Current position in the health care field, or if not employed in the health care field write a detailed statement of interest in health care management
- Complete a personal data sheet and an application

All requested items are essential to the timely processing of your application.

Anticipated Date of your Completing requirements: _____

Date of Application: _____

Signature of Applicant: _____

Signature of Allied Health Programs Director: _____

MAIL TO:

Norfolk State University
Allied Health Programs, 311 NGE
700 Park Avenue
Norfolk, VA 23504

Or

E-mail Attachment: mstrose@nsu.edu