Dear Prospective MSHA Applicant:

Thank you for your interest in the Master of Science of Health Administration (MSHA) degree program of the Division of Health Care Management, at Florida A&M University. The program was implemented in August 2001 and graduated its first class in December 2003. As you know, the health care industry is one of the fastest growing industries in our nation and continues to seek effective leadership to meet the health care needs of all populations. The health care manager is positioned to bring together the critical resources, both financial and human, in order to deliver quality health and medical care. Therefore, the MSHA degree Program prepares individuals to assume a leadership role.

The attached application package for fall 2014 admissions contains MSHA program information, admission requirements and the application process. The application deadline is March 3, 2014. It is important that all requested information is included in your complete application package in order to expedite the review and disposition of your application.

Thank you for your interest and we look forward to hearing from you. You may contact Dr. Marisa Lewis at (850) 561-2024 if you have any questions or need additional information regarding the MSHA program.

Sincerely,

Marisa A. Lewis

Marisa A. Lewis, PharmD, MPH
Director & Associate Professor
Division of Health Care Management  
School of Allied Health Sciences  
MSHA Application Package Checklist  
**Application Deadline:** March 3, 2014

Before mailing this application, please verify that all instructions are followed and the items listed below are included.

<table>
<thead>
<tr>
<th>Items</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission application to the School of Graduate Studies and Research</td>
<td>Obtain the application from <a href="http://www.famu.edu">www.famu.edu</a>. Complete it, include the required fee and submit it along with the MSHA application to the address below.</td>
</tr>
<tr>
<td>Completed MSHA application for admission</td>
<td>Assure that all items on the admission application are completed legibly.</td>
</tr>
<tr>
<td>Official transcripts (these should be included with your application to the School of Graduate Studies and Research)</td>
<td>Include copies of official transcripts for all colleges and universities attended. Only one set of transcripts is needed.</td>
</tr>
<tr>
<td>A current resume</td>
<td>Include an updated resume that reflects your most recent educational experience and employment.</td>
</tr>
<tr>
<td>Personal Statement</td>
<td>Include a personal statement of no more than 500 words prepared according to the attached guidelines. The statement should include: Your career goals. How this degree will help you to achieve your goals. Why you are interested in a career in health management? What contribution do you feel you will make to the health management profession?</td>
</tr>
<tr>
<td>Three letters of reference</td>
<td>Include three letters of reference from individuals who can attest to your preparedness for graduate studies. Two letters may come from academic sources. All letters must be signed.</td>
</tr>
<tr>
<td>GRE Score or GMAT</td>
<td>Include documentation of your Graduate Record Examination score, if you have already taken the exam. If you have not taken the GRE, indicate a projected date for taking the examination.</td>
</tr>
<tr>
<td>Contact information</td>
<td>Please indicate how we may contact you.</td>
</tr>
</tbody>
</table>

Please be reminded that application review cannot be completed until all requested information has been received. **Please return application package to:**

Marisa A. Lewis, PharmD, MPH  
Director and Associate Professor  
Division of Health Care Management  
334 Palmer Avenue  
Florida A &M University  
Tallahassee, FL 32307  
850-561-2024
Guidelines for the Personal Statement (500 word limit)
School of Allied Health Sciences
Division of Health Care Management

Personal Statement for (your name)

Question: Discuss your career goals.

Question: How will this degree help you to achieve your goals? Be specific.

Question: Why are you interested in a career in health management?

Question: What contribution do you feel you will make to the health management profession?
School of Allied Health Sciences  
Division of Health Care Management  

Master of Science in Health Administration  
Program Description

The Master of Science in Health Administration (MSHA) degree at Florida A&M University is designed to provide the necessary skills for those seeking leadership management careers in a variety of public, private nonprofit, and for-profit health care organizations, including, but not limited to, hospitals, long-term care organizations, integrated delivery systems, insurance firms, medical group practice, ambulatory care organizations, mental health agencies, public health, managed care, and health care consulting.

The MSHA program, in the School of Allied Health Sciences, seeks to improve the quality of health services by providing a comprehensive graduate education in health administration through excellence in teaching, research, and service to the community.

The program is designed to meet the educational needs of both traditional and nontraditional students. With classes offered primarily in the evening hours, the program is ideal for those individuals who wish to maintain their full-time employment while pursuing a graduate degree in health administration.

Curriculum Description

A minimum of fifty-five (55) credit hours, divided among the core courses and a fieldwork/residency component, is required for the MSHA degree program. Courses in finance, economics, and statistics are designed to help students develop problem-solving and decision-making skills. Management, marketing, planning, and organizational theory courses are included in the curriculum to acquaint students with the conceptual framework and operational aspects of health services administration. The curriculum also includes a series of courses that develop students’ understanding of the social, political, and economic factors affecting the health care delivery system. A capstone course and the administrative residency represent the integrative part of the curriculum. Students admitted to the program are expected to have completed the following foundation courses: Financial Accounting, Managerial Accounting, Microeconomics, Statistics, and Introduction to Computers.

Admission Criteria

Applicants must meet the minimum requirements for admission. In addition to earning a baccalaureate degree from an accredited college or university, applicants must have (1) a grade-point average of 3.0 or higher in the undergraduate work completed, (2) a minimum combined score of 300 on the Graduate Record Examination (GRE) or documentation of a graduate degree. For persons who already have a graduate degree, a GRE may still be necessary, depending on the date the GRE was taken. Applicants are required to submit, the University application, a resume, three letters of recommendation, academic transcripts, a personal statement and GRE score. Both scholastic and experiential factors are weighed in screening prospective students. Candidates may be interviewed by the Admissions Committee.
# Master of Science in Health Administration
## Curriculum Description
### Semester 1 (Fall) 1st Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 5103</td>
<td>Introduction to Health and Medical Care Organizations</td>
<td>3</td>
<td>Identification and examination of elements that comprise the health care system in the United States. Analysis of the interaction of health organizations with political, financial, cultural, economic, and social systems. Emerging alternative delivery systems are explored.</td>
</tr>
<tr>
<td>HSA 6414</td>
<td>Social Dimensions and Issues in Health Care</td>
<td>2</td>
<td>Systematic analysis of the social dimensions of the structure and organization of the health care delivery system. Topics covered will include social definition of health and illness; physician-patient relationship; provider-patient relationship; epidemiology and demography of health and illness; professional socialization of physicians, health administrators, and allied health practitioner; and access and utilization of health services.</td>
</tr>
<tr>
<td>HSA 5752</td>
<td>Health Care Statistics</td>
<td>3</td>
<td>This course will provide the student with basic knowledge in the application of statistics. It is an introduction to univariate and bivariate statistics and their applications to health care research. The univariate statistics will address the types of measures, the measurement process, descriptive techniques, estimation, and hypothesis testing. The bivariate statistics will cover measurement of associations, comparison of two groups, and linear regression.</td>
</tr>
<tr>
<td>HSA 6175</td>
<td>Health Care Financial Management I</td>
<td>3</td>
<td>Application of financial and accounting principles and concepts in health management. Teaches theory and practice of how accounting and financial information is generated and recorded and used to make managerial decisions. Topics covered will include capital investment decision analysis, budgeting, variance analysis, cost allocation, ratio analysis, management of working capital, rate setting and reimbursement, sources and uses of capital, cash management, breakeven analysis, and administrative uses of financial statements.</td>
</tr>
<tr>
<td>HSA 5926</td>
<td>Seminar in Health &amp; Business Communications</td>
<td>1</td>
<td>An overview of communication theory and its application in health care management. Topics covered will include principles of business writing, effective oral communication, job interview letters, use of PowerPoint, and other visual aids in business presentations.</td>
</tr>
</tbody>
</table>
# Master of Science in Health Administration
## Curriculum Description

### Semester 2 (Spring) 1st Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 6432</td>
<td>Economics Aspects of Health Care</td>
<td>3</td>
<td>Application of economic concepts and principles to the study of health services. Emphasis placed on the financing and delivery of personal medical care systems and the economics of health insurance. Analyze and discusses payment techniques used by third-party payers to pay for services rendered to insured or program beneficiaries by health care organizations or individual providers.</td>
</tr>
<tr>
<td>HSA 6735</td>
<td>Application of Research Methods in Health Care Management</td>
<td>3</td>
<td>An application of statistical methods, quantitative methods, and operations research within health services management and policy contexts.</td>
</tr>
<tr>
<td>HSA 6415</td>
<td>Managerial and Administrative Uses of Epidemiology</td>
<td>2</td>
<td>Application of epidemiological and community health concepts in health service management. Analyze data pertaining to the distribution and determinants of disease and illness.</td>
</tr>
<tr>
<td>HSA 6118</td>
<td>Organizational Theory and Behavior in Health Care Organization</td>
<td>3</td>
<td>Applies organization theory and behavior to health organizations. Motivation and leadership, inter-group relations and conflict, power and politics, decision-making processes, information and control, performance analysis, communications, systems theory, organizational structure and design, change and adaptation, innovation, and population ecology theory.</td>
</tr>
<tr>
<td>HSA 5935</td>
<td>Executive Symposium I</td>
<td>1</td>
<td>This course is the first part of a learning experience designed to enhance the professional socialization of students. Students will be provided a forum to interact with professional health care executives.</td>
</tr>
</tbody>
</table>
# Master of Science in Health Administration  
## Curriculum Description

### Semester 3 (Summer)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 6153</td>
<td>Current Issues in Health Policy and Politics</td>
<td>3</td>
<td>Analyzes the public policy process, the development of health policies in the United States, and the role of government in the health care system.</td>
</tr>
<tr>
<td>HSA 6178</td>
<td>Health Care Financial Management II: Case Studies</td>
<td>3</td>
<td>Case presentations involving financial issues, trends, and problems facing health organizations. Entities in both public and private sector health delivery systems will be covered.</td>
</tr>
<tr>
<td>HSA 6149</td>
<td>Health Care Planning and Marketing</td>
<td>3</td>
<td>Planning and marketing strategies and outcomes examined from the perspective of health care organization and professional. Topics examined will include the theoretical and historical foundations of health planning; the relationship of health planning and regulation; application of planning methods; uses of strategic planning and its relationship to marketing; theories and practices of marketing and marketing research.</td>
</tr>
<tr>
<td>HSA 6925</td>
<td>Executive Symposium II</td>
<td>1</td>
<td>This course is the second part of a learning experience designed to enhance the professional socialization of students. Students will be provided a forum to interact with professional health care executives.</td>
</tr>
</tbody>
</table>
# Master of Science in Health Administration
## Curriculum Description

### Semester 4 (Fall) 2nd Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 6342</td>
<td>Leadership and Human Resources Management in Health Care</td>
<td>3</td>
<td>Leadership and human resources theories, principles, concepts and techniques used by health care managers to maximize the effectiveness of employees. Special topics include role and functions of human resources management, job design, job analysis, and job evaluation; recruitment and selection; training and development; wage and benefit administration; and labor issues.</td>
</tr>
<tr>
<td>HSA 6507</td>
<td>Health Information Systems</td>
<td>3</td>
<td>Concepts and implementation of clinical and health information systems to support managerial planning, control, decision making, and management.</td>
</tr>
<tr>
<td>HSA 5426</td>
<td>Legal Aspects and Ethics in Health and Medical Care</td>
<td>3</td>
<td>Legal and ethical considerations affecting the organization and management of health care institutions. Topics include sources of law, corporate liability, anti-trust, contract law, tort and labor law, informed consent, privacy and confidentiality, and contemporary health issues. Case studies will be used to teach practical application of law and ethics in health management.</td>
</tr>
<tr>
<td>HSA 6385</td>
<td>Quality Management in Health Care</td>
<td>3</td>
<td>This course will present the concepts and organizational foundations of quality and the provision of quality care in a health care delivery environment. Emphasis will be placed on the need for incremental measures of quality care and how those measures are evaluated. Additionally, formal quality assessment processes and procedures, the role of regulatory agencies and schools, quality management tools and techniques will be reviewed.</td>
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</table>
### Semester 5 (Spring)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 6938</td>
<td>Health Management Capstone</td>
<td>3</td>
<td>The course is designed to provide students an opportunity to synthesize and integrate knowledge from all formal and informal learning presented during previous academic coursework and apply it to contemporary issues in the health care industry. The course is designed to help prepare students for a successful residency experience and management career by providing experiences that enhance their competitive advantage in the health care market.</td>
</tr>
<tr>
<td>HSA 6875</td>
<td>Health Management Fieldwork OR</td>
<td>6</td>
<td>A 12-week fieldwork experience in a health care organization or agency.</td>
</tr>
<tr>
<td>HSA 6978</td>
<td>Master’s Thesis</td>
<td></td>
<td>Preparation of a Master’s thesis consistent with requirements of the School of Graduate Studies and Research</td>
</tr>
</tbody>
</table>
Division of Health Care Management  
School of Allied Health Sciences  

Application for Master of Science in  
Health Administration Program  

MSHA Application Package Checklist  

Before mailing this application, please verify that the following items are included in the packet:  

_____ Application for Admission to the School of Allied Health Sciences,  
Division of Health Care Management  

_____ Application to the University, School of Graduate Studies and Research  

_____ OFFICIAL college/university transcript(s)  (Include with your application to Graduate Studies)  

_____ Resume  

_____ Personal Statement (500 words maximum)  

_____ Three Letters of Recommendation (3)  

_____ GRE or GMAT scores
ADMISSION PROCESS
MASTER OF SCIENCE IN HEALTH ADMINISTRATION
SCHOOL OF ALLIED HEALTH SCIENCES

Admission to the Master of Science in Health Administration (MSHA) program is a **TWO-STEP** process:

1. Application to the School of Graduate Studies and Research admissions office
2. Application for admission to the MSHA program

Acceptance into the School of Graduate Studies and Research **does not** guarantee acceptance into the MSHA program.

**Step 1: Application to the School of Graduate Studies and Research**

- Prospective graduate students who have **NOT** previously attended Florida A&M University:
  - In order to be admitted to FAMU’s School of Graduate Studies and Research, the prospective graduate student must:
    a) Submit official transcripts from all colleges and universities attended.
    b) Complete and submit the FAMU “Application for Admission to a Graduate Program”.
    c) Submit the admission fee.

  Submit this packet with your MSHA packet to:
  **Dr. Marisa A. Lewis**
  Florida A&M University
  School of Allied Health Sciences
  Division of Health Care Management, MSHA Admissions Committee
  334 Palmer Ave, Lewis Beck Building
  Tallahassee, FL 32307

- Prospective graduate students who graduated from Florida A&M University:
  - In order to be admitted to FAMU’s School of Graduate Studies and Research, the prospective graduate student must:
    a) Submit official transcripts from all colleges and universities attended.
    b) Complete and submit the “Application for Readmission to FAMU”.
    c) Submit the admission fee.

  Submit this packet with your MSHA packet to:
  **Dr. Marisa Lewis, Florida A&M University**
  School of Allied Health Sciences
  Division of Health Care Management, MSHA Admissions Committee
  334 Palmer Ave, Lewis Beck Building
  Tallahassee, FL 32307
Step 2: Application to the MSHA program

In order to be considered for admission to the MSHA program, you must submit:
   a) Documentation of submission of an Application to the School of Graduate Studies.
   b) A completed MSHA Application- including the personal statement, three letters of recommendation, recent Graduate Record Examination (GRE) scores.

Submit items for the application packet to:
Dr. Marisa Lewis
Florida A&M University
School of Allied Health Sciences
Division of Health Care Management
334 Palmer Ave., Lewis-Beck Building
MSHA Admissions Committee
Tallahassee, FL 32307

Interview
In addition to the above information, the MSHA Admissions Committee may contact you for an interview. (Business attire is required.)
Master of Science in Health Administration
Application for Admission

1. Full Name: ___________________________________________________________  
   First                             Middle                             Last

2. Social Security Number: ________________________________________________

3. Year of Entry for which you are applying: ________________________________
   Note: The MSHA Program enrolls new students only during the fall term of each year.

4. Current Mailing Address:
   ________________________________________________________________
   Street
   __________________________________________________________________
   City                     State                        Zip Code

5. Current Phone Number:______/_________________  Cell:________________________

6. Permanent Mailing Address:
   ________________________________________________________________
   Street
   __________________________________________________________________
   City                     State                        Zip Code

7. Permanent Phone Number:______/_________________

8. E-mail: ____________________________________________________________

9. Sex: ________Male    __________Female

10. Date of Birth:________________________________________________________

Optional
11. Ethnicity: ________White, Non-Hispanic ________Black, Non-Hispanic
    ________Asian or Pacific Islander ________Hispanic
    ________American Indian or __________Other:
    Alaskan Native please specify

12. If you are a U.S. citizen, of what state are you a legal resident? _________________

13. If you are a foreign national, what type of visa do you hold and from what country?
   ____________________________________________________________________
14. Have you previously applied for admission to this University? __________Yes  __________No
If yes, did you register? __________Yes  __________No
If yes, what term? __________________  Year____________________

15. Have you ever been suspended, dismissed from, or encouraged to leave any college or university program of
study? __________Yes  __________No
If yes, please explain in detail on a separate sheet of paper.

16. Previous name(s) under which your transcript(s) or other information may be found:

_____________________________________________________________________________

17. Please list each college or university, beyond secondary school, that you have attended or are attending. Official
transcripts of your work must be submitted for all colleges and universities you have attended.

<table>
<thead>
<tr>
<th>College/University Location</th>
<th>Dates of Attendance</th>
<th>Major</th>
<th>Year of Degree Conferral</th>
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<tbody>
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</tbody>
</table>

18. Standardized examination taken:  
   □ GRE, ________________________________ (date)
   □ GMAT, ________________________________ (date)

   All international students must also take the TOEFL exam and score at least 550 on the paper-based exam or 213
   on the computer-based exam.
   □ TOEFL, ________________________________ (date)

19. Please list three individuals from whom you have requested letters of reference. These individuals should be
qualified to write concerning your potential success in both a graduate program and a professional career in Health
Management. If you are currently a student or a recent graduate, at least one letter from a college or university
instructor is suggested. If you are employed, you may ask your associates to supply references. In the latter case,
least one letter should be from a superior. Please do not use family members or personal friends as references.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organization</th>
<th>Location</th>
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<tbody>
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</tbody>
</table>
20. How did you learn about the MSHA Program at FAMU?

- [ ] FAMU Alumni
- [ ] Employer
- [ ] Current FAMU Student
- [ ] Internet (specify website) ____________________
- [ ] College Professor/Counselor
- [ ] Graduate Fair
- [ ] Brochure/Poster
- [ ] Other (please specify) _______________________
- [ ] Recruitment Visitor

21. Have you spoken with faculty, staff, students, or alumni of the MSHA Program regarding your application?

- [ ] Yes
- [ ] No

If yes, please list these contacts: ____________________________________________________

________________________________________________________

________________________________________________________

Statement of Applicant Integrity

I hereby certify that I have provided accurate information in this application. I authorize all persons or entities to provide any relevant information in their possession to Florida A&M University or its agent for use in considering me for admission or verifying my credentials for admission, and I expressly waive any required notice to me. I understand and agree that any misrepresentation or omission of facts in my application will justify the denial of admission, the cancellation of admission, or expulsion. This application is my own, honest statement to the Admissions Committee.

Signature________________________________________  Date______________________________