Division of Health Care Management
School of Allied Health Sciences
Florida Agricultural and Mechanical University

Master of Health Administration
(MHA)

Application Package
Dear Prospective MHA Applicant:

Thank you for your interest in the Master of Health Administration (MHA) degree program in the Division of Health Care Management at Florida Agricultural and Mechanical University. 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. Health care executives are uniquely positioned to manage the critical resources in order to ensure the delivery of quality health and medical care. Their decisions can help improve the lives of hundreds of people.

This application packet contains MHA program information, admission requirements and the application process. It is important to have all requested information included in your complete application package in order to expedite the review and disposition of your application.

Your interest in our program is appreciated and we look forward to hearing from you. You may contact me at (850) 561-2009 if you have questions or need additional information about the MHA program.

Sincerely,

Martha M. Perryman
Martha M. Perryman, Ph.D., M.B.A., MT(ASCP)
Professor and Interim Director
**School of Allied Health Sciences**  
**Division of Health Care Management**  
**MHA Application Package Checklist**

Before submitting 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>
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<tbody>
<tr>
<td>Admission application to the School of Graduate Studies and Research</td>
<td>Obtain the online application found at the following link: <a href="https://www.applyweb.com/famug/">https://www.applyweb.com/famug/</a></td>
</tr>
<tr>
<td>Completed MHA application</td>
<td>Assure that all items on the MHA admission application are completed legibly.</td>
</tr>
<tr>
<td>Official transcripts 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. <strong>Only one set of transcripts is needed.</strong></td>
</tr>
<tr>
<td>A current resume</td>
<td>Include an updated resume that reflects your most recent educational experience and employment.</td>
</tr>
</tbody>
</table>
| Personal Statement                                                    | Include a personal statement of no more than 500 words prepared according to guidelines on page 4. The statement should include the following:  
- Your career goals;  
- How this degree will help you achieve your career goals;  
- Why you are interested in a career in health administration; and  
- What contribution you hope to make to the profession. |
| Three letters of reference                                            | Include three letters of reference from individuals who can attest to your readiness for graduate studies. Two letters may come from academic sources. **All letters must be signed and dated.** |
| GRE or GMAT scores                                                    | Include documentation of your Graduate Record Examination score. If you have not taken the GRE, indicate a projected date for taking the examination. |
| Contact information                                                   | Please indicate how we may contact you.                                                                                                         |

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

**Interim Director, Division of Health Care Management**  
334 Palmer Avenue  
Florida A &M University  
Tallahassee, FL 32307
Guidelines for the MHA Personal Statement (500 word limit)
School of Allied Health Sciences
Division of Health Care Management

Personal Statement for (your name)

Question 1: Discuss your career goals.

Question 2: How will this degree help you to achieve your goals? Be specific.

Question 3: Why are you interested in a career in health administration?

Question 4: What contribution do you hope to make to the health management profession?
School of Allied Health Sciences
Division of Health Care Management

Master of Health Administration
Program Description

The Master of Health Administration (MHA) 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 MHA 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 MHA 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 Health Administration  
Curriculum Description

The curriculum description is based on Fall admission.

1st Year  
Semester 1

<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 practitioners; 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>Executive 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>
## Semester 2

<table>
<thead>
<tr>
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<th>Credit Hours</th>
<th>Course Description</th>
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</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 discuss 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>
## Semester 3

<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 Health Administration
#### Curriculum Description

#### 2nd Year
##### Semester 4

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Course Description</th>
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</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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# Master of Health Administration
## Curriculum Description

### Semester 5

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Course Description</th>
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<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</td>
<td>6</td>
<td>A 12-week fieldwork experience in a health care organization or agency.</td>
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<td>OR</td>
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<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>
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</tbody>
</table>
Division of Health Care Management
School of Allied Health Sciences

Application for
Master of Health Administration Program

MHA Application Package Checklist

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

___ MHA Application

___ Application to Graduate Studies and Research

___ Official college/university transcript(s) (Include with your online application to Graduate Studies)

___ Resume

___ Personal statement (500 words maximum)

___ Three (3) letters of recommendation

___ GRE or GMAT scores (Or projected test date)
ADMISSION PROCESS
SCHOOL OF ALLIED HEALTH SCIENCES
MASTER OF HEALTH ADMINISTRATION

Admission to the Master of Health Administration (MHA) program is a **Two-Step** process:

1. Online application to the School of Graduate Studies and Research found at the following link: [https://www.applyweb.com/famug/](https://www.applyweb.com/famug/)

2. Application to the MHA program

Admission to the FAMU School of Graduate Studies and Research does not guarantee acceptance into the MHA 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, 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 the School of Graduate Studies and Research.
    c) Submit the application fee.

  Submit this information online to the **FAMU School of Graduate Studies**.

- 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”.

  Submit this application to the **FAMU School of Graduate Studies**.

**Step 2: Application to the MHA program**

In order to be considered for admission to the MHA program, you must submit:

a) Documentation of submission of an Application to the School of Graduate Studies.

b) A completed MHA Application- including the personal statement, resume, three letters of recommendation, recent Graduate Record Examination (GRE) scores (Or indicate when you are scheduled to take the GRE Exam).
Submit the application packet to:

Dr. Martha Perryman, Chair  
MHA Admissions Committee  
Division of Health Care Management  
School of Allied Health Sciences  
334 Palmer Ave.  
Lewis-Beck Building, Room 314  
Florida A&M University  
Tallahassee, FL 32307

**Interview**  
In addition to the above information, the MHA Admissions Committee may contact you for an interview. (Business attire is required.)
Division of Health Care Management  
School of Allied Health Sciences  
Master of Health Administration  
Application for Admission

1. Full Name: ___________________________________________________________  
   First            Middle            Last

2. FAMU Student ID#: ____________________________________________________

3. Year for which you are applying: ____________________________________  
   Note: The MHA 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 not a U.S. citizen, of what country 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 FAMU?  __________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</th>
<th>Dates of Attendance</th>
<th>Major</th>
<th>Year of Degree Conferral</th>
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18. Standardized examination taken:
   □ GRE, _________________________________ (date)
   □ GMAT, ________________________________ (date)
   □ TOEFL, _______________________________ (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.

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 a graduate program and a professional career in Health Administration. 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, at 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>
</tr>
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</tbody>
</table>
20. How did you learn about the MHA 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 MHA 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 ___________________________