

Master of

# Health Administration

MSUBILLINGS

## Program description

**The Master of Health Administration (MHA) degree program** develops health care leaders who will advance the quality of care delivered to all and meet anticipated workforce needs in a variety of positions in health administration. This **totally online program**, which can be completed in 20-24 months, is **designed for working professionals** and others who wish to pursue advance studies in the business and management of healthcare. The curriculum provides the essential framework and **knowledge areas individuals need to assume leadership roles** in today's challenging health care environment. As a health management "generalist" program, the MHA is appropriate for clinicians, mid-level managers, and others who desire to advance in this growing field.

## Careers: What can you do with a degree in Health Administration?

**Administrative and Management positions in many settings, including:**

- Hospitals
- Health Insurance Organizations
- Medical group practices & clinics
- Mental Health Organizations
- Public Health Departments
- Universities & Research Centers
- Skilled Nursing Facilities
- Human Resources
- Patient Care Services
- Nursing Management
- Managed Care Companies
- Physician Practices
- Healthcare Associations
- Consulting Firms
- Long term Care

*Continued...*

**Master of**

**Health Administration**

**Admission criteria and application procedures**

Admission to the Master of Health Administration program is based on the following criteria:

1. Two copies of official transcripts from all previous undergraduate and graduate institutions to verify:
  - a. Graduation from an accredited institution
  - b. Undergraduate GPA of at least 3.0 in the last 64 semesters (96 quarter hours)
  - c. Graduate GPA of at least 3.00
2. Completion of the GMAT or the GRE with scores submitted to the Office of Graduate Studies
3. A professional resume.
4. A letter of application which introduces the applicant, outlines the applicant’s educational and career goals, and articulates how completion of the MHA will contribute to those goals.
5. Three written recommendations from individuals who provide an evaluation of the applicants potential as a graduate student, professional abilities, potential for success in a health administration career, commitment to service, and motivation to excel. Please include a completed Recommendation form and letter for each.

**Apply via MSUB Application Process:**

- Get Graduate Application Packet
- Get Recommendation Form

**OR**

**Apply Via HAMPCAS**

- Get Healthcare Administration, Management & Policy, Centralized Application Service  
*Link to <https://portal.hampcas.org>*

**Program structure**

Courses	Credits
HADM 605 Evidence Based Management .....	2
HADM 607 Health Information Management .....	3
HADM 610 Healthcare Systems and Policy.....	3
HADM 615 Managerial Accounting & Budgeting .....	3
HADM 620 Health Operations Methods .....	3
HADM 622 Health Quality Techniques .....	3
HADM 625 Healthcare Finance & Reimbursement .....	3
HADM 632 Health Economics .....	2

*Continued...*

Total minimum credits required for degree: **44**

online? **Entirely online** evening classes? **N/A**

program length (approximate):

**This entirely online program may be completed in two years**

Master of

Health Administration

Courses	Credits
HADM 635 Health Law & Ethics .....	3
HADM 640 Managerial Epidemiology .....	2
HADM 645 Healthcare Management .....	3
HADM 675 Healthcare Human Resources .....	2
HADM 685 Research & Evaluation Methods .....	3
HADM 687 Healthcare Marketing & Strategy .....	3
HADM 697 Capstone .....	3
HADM 696 Cooperative Ed/Inti n Health Admin* .....	3
STAT 541 Applied Statistics.....	3
<b>Total minimum credits required for degree .....</b>	<b>44-47</b>

\*Internship is required of MHA students who do not have a background in health care management

**Student Learning Outcomes**

MHA Student Learning Outcomes are based on industry competency models and accreditation criteria standards. A graduate of Montana State University Billings Master of Health Administration program has competencies to:

- Utilize financial, legal, ethical, and human resource factors in making appropriate management and administrative decisions.
- Apply epidemiological data, health information, and health quality, techniques to achieve optimal and clinical business performance.
- Assess changes in federal and state health policy and implement healthcare reforms

*Continued...*

**Master of**

# Health Administration

MSUBILLINGS

## **Financial aid, scholarships and assistantships**

Graduate students who wish to apply for financial assistance must be enrolled for at least 6 credits in a graduate degree, certification, or endorsement project. Non-degree graduate students are not eligible for financial aid. To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA) financial aid application. Students can apply through FAFSA on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) March 1 is the priority deadline.

## **Types of aid available**

- Loans
- Scholarships
- Graduate assistantships and partial tuition credits

Please see our website for further information, applications, and listing of job descriptions for assistantships: [www.msubillings.edu/grad](http://www.msubillings.edu/grad)

## **Contact us**

Please contact the Office of Graduate Studies for information about this program, admission requirements, application forms, graduate assistantships and other scholarship information. Contact us as well for information about any of our graduate degree programs. Our office is located in McMullen Hall, First Floor. The office is open from 8:00 to 5:00 (MST) Monday through Friday. Contact us with any questions you may have. We look forward to visiting with you.

**David Sullivan**, Counselor 406-657-2053 [dsullivan@msubillings.edu](mailto:dsullivan@msubillings.edu)

**Jackie Christiansen** 406-657-2238 [jchristiansen@msubillings.edu](mailto:jchristiansen@msubillings.edu)

## **Other graduate degree programs in the College of Allied Health**

### **Professions:**

- Master of Science in Athletic Training
- Master of Science in Rehabilitation and Mental Health Counseling
- Master of Science in Interdisciplinary Studies:  
Exercise & Sport Leadership Option

MSU Billings Office of Graduate Studies | 1500 University Drive |  
Billings, MT 59101-0298

Phone (406) 657-2238 | Fax (406) 657-2299 |

[www.msubillings.edu/grad](http://www.msubillings.edu/grad)