



Georgia State University
University Library Collection Development Policy
Institute of Health Administration



Purpose: To provide guidance in the selection of library materials to support the curriculum for the students, and the research needs and interests of the faculty of the Institute of Health Administration. Degrees offered by the institute include: Master of Business Administration/Master of Health Administration; and Master of Science in Health Administration.

The Master of Business Administration/Master of Health Administration curriculum is structured to provide the basic theoretical knowledge needed to develop as a manager in a variety of health care organizations; an understanding of the pragmatic applications of theoretical concepts applied to operational issues through health casework and involvement with health care facilities throughout the program; the technical skills appropriate to successfully functioning as a health care manager; an understanding of the values, traditions, ethics, and attitudes basic to excellence in health care leadership roles; and an awareness of a need to continue lifelong learning.

The curriculum for the degree of Master of Science in Health Administration allows students to choose one of seven concentrations—clinical management, finance; human resource management, information systems, managerial science, marketing, and risk management & insurance.

The Departments of Computer and Information Systems, Finance, Management, Marketing, and Risk Management and Insurance have some shared interests with the Institute of Health Administration and library materials bought for the former provide additional support for the latter. The College of Law library may provide additional source materials for this Institute.

General Collection Guidelines:

- a. Languages: English will be the primary language of the collection.
- b. Chronological Guidelines: Current topics are most important, but there is a strong interest in historical information.
- c. Geographical Guidelines: The major orientation is toward material about the United States; but some material on health care organizations, and their management, and health care policies of nations of a similar status will be selected.
- d. Treatment of Subject: Scholarly research materials are desired. Primary interest is in current health care issues, although there is some interest in the history of health administration. Standard and classical works will be acquired as well as some popular works and textbooks.
- e. Types of Material: Most materials acquired will be in the form of periodicals and books. The Institute has a strong interest in the maintenance of a current video collection that can be used to illustrate ethical and procedural issues in class. There is an interest in electronic data.

f. Date of Publication: Most acquisition will be of current imprints, but older material will be acquired as needed and available.

<u>Observations and Qualifications by Subject Subdivision:</u>	<u>Collection Level</u>
Medical Care Concepts and Analysis	
Health delivery system and resources	3B
System organization and evaluation	3B
Theoretical basis of the health care system	3B
Health Policy and Ethics	
Relative roles of the public and private sectors	3A
Control procedures	3A
Biomedical and managerial ethical issues	3B
Framework for analyzing ethical problems from the view point of providers, community needs, and the patient	3B
Health and Hospital Economics	
Health Insurance	3C
Conceptual and empirical models	3B
Allocation of scarce resources among alternative uses to achieve best results	3B
Public interests	3B
Private interests	3B
Efficiency and equity	3B
Organization and Administration of Health Care Institutions	
Organization of hospitals	3C
Analysis of operations and management	3C
Legal Environment of Health Care	
Health applications and Contracts	3B
Torts	3B
Criminal law	3B
Administration law	3B
Hospital law	3B
Welfare law	3B
Public health law	3B
Human Resource Management in Health Care	
Personnel administration and labor relations in hospitals and health care organizations	
Governing board	3B
Human resource director	3B
Labor attorney	3B
Health Planning and Alternate Delivery Systems	

Implementation of policies on a systems and institutional level	3A
Governmental, professional, and consumer policy-making planning procedures and techniques	3A

Operations Management and Quality in Health Care

Systems theory	3A
Waiting lines and queuing theory	3B
Quality assurance	3C
Project management	3A
Facility location and design	3A
Health information systems	3B
Work design and productivity	3A
Forecasting	3A
Simulation	3A

Managed Care

Health maintenance organizations	3C
Preferred provider organizations	3C
Physician hospital organizations	3C
Medical staff organizations	3C
Perspectives of hospital, physician, management, Services organization, self-insured employer and patient	3C
Quality assurance and risk management	3C
Underwriting marketing	3C
Negotiating managed care plans	3B
Management information systems	3C
Legal issues	3B
Determinants of success	3B
Ambulatory Care Management	3C
Organization and legal issues	3C
Financial management	3C
Operations management	3C
Human resources	3B
Strategic management	3C
Managed care	3C
Management information systems	3C
Quality assessment	3C

Strategic Policy in Health Care

Development of organizational strategy in health care institutions	3C
Strategic planning process	3C
Formulation of objectives and policies	3C
Management of change in the health-care industry	3C