



MASTERCLASS IN

HOSPITAL ADMINISTRATION

About Us

Medvarsity Online is Asia's largest healthcare Ed-Tech company, with over 2 lakh medical professionals trained and certified. Our partnerships with leading universities globally enable us to present the best courses and faculty to our students and help them meet their learning goals. Medvarsity is on a mission to bridge the gap of skilled medical professionals with over 150 courses in clinical & management areas for doctors, nurses, and general management personnel, covering specialties like Diabetes, Emergency Medicine, Cardiology, Nutrition, Wellness, Healthcare Informatics, Mental Health & more, with all the content being up-to-date.

Medvarsity has presence across 10 locations in India and students across India, Middle East, Africa, and South-East Asia. Our blended training solutions combine the best of traditional e-learning, live virtual classes, clinical bedside learning, mobile learning models to deliver impactful courses to our students.

Course Overview

The Masterclass in Hospital Administration is academically rigorous and industry-oriented course. It includes specially designed modules on various healthcare related topics which are crucial for the students for advancing their knowledge frontiers as well as securing placements in the best organizations.

The program is of one-year duration. It comprises of four modules and mandatory project work. The curriculum is designed to build the requisite skills and competencies in the students which enable them to succeed in their career as effective administrators and managers in different domains of the healthcare sector. It is a unique blend of online teaching.

Course Objectives

- To prepare qualified and efficient administrators to manage hospitals.
- To prepare students to shoulder cross-functional responsibilities in the hospital sector.
- To think critically and generate new ideas for effective delivery of healthcare in hospitals.
- To train the candidate in developing better leadership and organizational skills.
- To provide the necessary skills and knowledge for practical orientation and implementation of strategies with relation to modern hospitals

Course Outline

The Masterclass in Hospital Administration course syllabus will be covered under 4 modules spread across 12 months.

Module 1

Principles of Management

- Process Management

- Introduction to Management
- History of Management
- Fundamentals of Planning
- Organizing
- Fundamentals of staffing
- Leading
- Control System and Process

Management of Organizational Behavior

- Fundamental Concepts of Organizing
- Organizational Behavior
- Organizing Process
- Motivation and Behavior
- Groups in Organization
- Committees as an Organizational Tool

Materials Management

- Materials Management in Hospitals
- Introduction to Inventory Control
- Supply-Chain Management

Human Resource Management

- Introduction to HRM
- Performance Appraisal
- Recruitment and Selection
- Induction, Training and Employee Development
- Reward Management
- Industrial Relations & Labor Laws
- Employee Termination & Separation
- Pay Leave & Compensation

Operations Management

Module 2

Health Insurance & Marketing

- Health and Hospital Economics

- Economics in Healthcare
- Basics of Hospital Budgeting
- Health Insurance
 - Introduction to Health Insurance
 - Indian Scenario & Current Trends
- Economic and Financial Management in HI
 - Insurance Claims - Life Cycle
 - Claims Management in HI
 - Claims in relation to IRDA regulations
- Legal Aspects in Health Insurance
 - Insurance Contracts
- Healthcare Management Organizations
 - Managed Healthcare
 - Underwriting of Health Insurance Risks
 - Third Party Administration
 - Health Insurance Glossary

Accounting for Hospitals

- General Principles of Accounting
- Analyzing Financial Statements
- Introduction to Cost Accounting

Marketing of Health Services

- The Role of Marketing
- Patient's Preference and Choice
- Market Segmentation and Target Group
- Market Research
- Market Strategies
- Pricing Strategies in Healthcare
- Promotional Policy and Practices
- The Marketing Environment
- Branding
- Social Media Marketing

Module 3

Hospital Services and Planning – Hospital Organization

- Hospital as an Organization
- Business Communication
- Change Management
- Conflict Resolution in Hospitals
- Time Management
- Hospital Committees
- Health Education
- The Role of Hospital Administrator

Hospital Functions and Services

- Introduction to Hospital Function and Services
- Emergency Services
- Disaster Management
- Outpatient Services
- Planning and Management of Wards
- Nursing Services
- Laboratory Services
- The Operating Department
- Hospital Dietary Services and Planning
- Central Sterilization and Supply Department
- Linen and Laundry Service
- Radiologic Services
- Hospital Waste Management
- Hospital Hygiene and Infection Control
- Public Relations
- Safety in Hospitals

Hospital Planning

- History and Classification of Hospitals
- Planning of Hospital
- Planning of Individual Departments
 - The Nursing Unit (Ward)
 - ICU-Planning and Designing
 - Operating Theater
 - Maternity Services
 - Newborn Nurseries
 - Outpatient Department
- Planning of Supportive Services
 - Radiology Department
 - Central Sterilization and Supply Department
 - Laundry Services
 - Pharmacy Services
- Planning of Administrative Services

Module 4

Hospital Information System and Quality Assurance – Information Technology in Hospitals

- Hospital Information Systems

Healthcare Quality

- Measuring Performance
- Evaluating Performance
- Continuous Improvement
- Performance Improvement Tools

Accreditation in Health care Organizations

- Medical Records - Medical Audit - Medical Coding
- Laws Applicable to Hospitals & Medical Practice
- Medical Ethics

Course Highlights

- 120 Hrs (Learning Content)
- Live webinars by subject matter experts
- Academically rigorous and industry-oriented course
- Web-based learning

ELIGIBILITY

Graduates/Students pursuing graduation in any discipline.

DURATION

1-year program

120 Hours of learning content

Learning methodology:

Online Learning

The online learning program will be for a duration of 120 Hours. The online content shall be in the form of e-books, case studies, animations on concepts, recorded videos of lectures covering the module content. A login username and password will be provided to access the content of the learning management system. You can access the course content on a computer or mobile phone at your convenience.

Live Virtual Classes (Webinars)

The online learning program will be for a duration of 120 Hours. The online content shall be in the form of e-books, case studies, animations on concepts, recorded videos of lectures covering the module content. A login username and password will be provided to access the content of the learning management system. You can access the course content on a computer or mobile phone at your convenience.

Assessment & Certification

- The course is divided into 4 study modules each having an assessment. All these assessments are online and objective.
- The final examination will be conducted online at the end of one year following the completion of all the Module tests.
- A minimum of 50% is required in the module tests and the Final Test to be eligible for certification
- On successful completion of the final exam, candidates will be awarded Masterclass by Medvarsity.



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