Indian River State College

Health Services Management

APPLICATION FOR FALL

Application Deadline: 1ST Week of August
Or
until classes are full

For more information
IRSC Information Call Center
1-866-792-4772

www.irsc.edu
INDIAN RIVER STATE COLLEGE is a public, comprehensive college serving Florida’s Research Coast with campuses in Fort Pierce, Okeechobee, Port St. Lucie, Stuart and Vero Beach. IRSC has earned a statewide and national reputation for quality, innovation and responsiveness to community needs, inspiring over 32,000 people to enroll in courses each year. Every aspect of IRSC is focused on enhancing student success with small classes, one-stop student services, convenient campuses and online courses, resulting in the College’s ranking as the 10th top public regional college in the South by U.S. News & World Report. Tuition is affordable, and IRSC students benefit from many opportunities for scholarships and financial aid. IRSC was designated as the “4th Most Affordable College” in the country by the U.S. Department of Education and has been selected as an Achieving the Dream™ college based on the College’s strong commitment to student success.

IRSC offers Bachelor’s degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees, Associate in Applied Science degrees and short-term certificate programs to prepare students for careers in science, technology, health care, business, industry, education, public safety and many other fields.

Indian River State College does not discriminate on the basis of race, color, nationality, ethnicity, gender, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Dean of Minority Affairs • IRSC Main Campus
3209 Virginia Ave. • Fort Pierce, FL 34981
(772) 462-7606
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The Health Services Management curriculum prepares students for management roles in a health care environment. The program is intended for health care personnel who have completed a post secondary adult vocation or college certificate from an accredited certificate program in a health science area and have successfully completed licensure/certification exams.

HEALTH SERVICES MANAGEMENT PROGRAM 
APPLICATION CHECKLIST

Completion of the items on this checklist alone does not guarantee acceptance to the Health Services Management Program. Students are selected on a competitive basis. Completion of the checklist is the applicant's responsibility. Necessary forms can be found in the back of this booklet Contact the Health Science Division at (772) 462-7550 for more information.

__ 1. To receive credit, please provide of photocopy of current health related certificate or licensure. Students with health care certification or licensure start at Step 1. All other students start at Step 2.

__ 2. Meet with academic advisor to review program requirements and complete an Indian River State College Admission Application at www.irsc.edu. Also, complete a Pre-Admission Student Advisement Session with a counselor in Educational Services or at any IRSC campus.

__ 3. Submit a Health Science Program Application to the cashier at any IRSC Campus and pay a $30 fee by the deadline.

__ 4. Attend a Health Services Management Information Session – offered every 4th Wednesday of the month at 4:00 p.m. – H-107, Main Campus.

__ 5. Request high school, former schools and/or colleges to forward transcripts to the Admissions Office at IRSC by the application deadline. (Check on line at http://www.irsc.edu to confirm receipt of transcripts).

__ 6. Establish and maintain 2.0 minimum cumulative GPA.

__ 7. Complete the CPR/Basic Life Support for Health Care Professionals Certification (HSCV405) before beginning the program or submit photocopy of current valid card. Students must maintain CPR certification throughout the program.

Students who have completed a postsecondary adult vocation or college certificate from an accredited certificate program in a health science area and have successfully completed licensure/certificate exams will be eligible for credit competency.
All applicants will be notified of their status approximately three weeks before the term for which they applied. No information is available by telephone. To finalize acceptance/placement in Capstone course, once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report, and a FBI/NBC background check prior to the first day of class (see pages 4 through 6 for details).

INTRODUCTION

*The HSM Program is offered through the IRSC Health Science Division. Applicants should carefully review the application procedures outlined in this booklet. Admission to the Health Services Management program is on a selective admission basis. It is the applicant’s responsibility to ensure that the application process is complete.*

**NOTE:** If at anytime during the application process you have a change of address or need to update other personal information, please submit this information to the Educational Services Division and to Health Science Department by supplying original documentation to be copied (i.e. driver license or adoption papers) in person, or at any IRSC Campus. This will expedite notification of acceptance status.

APPLICATION PROCESS

Any candidate who wishes to be considered for a Health Science program at Indian River State College must complete the procedures outlined on the checklist on page 1. Students should also review the Associate in Science degree requirements, and the course pre- and co-requisites outlined in the IRSC College Catalog.

Preference for admission will be given to residents of the four county service district of IRSC: St. Lucie, Martin, Indian River, and Okeechobee counties.

*It is the student's responsibility to see that admission requirements are met. No notices will be sent.*

INFORMATION SESSIONS

Students interested in applying to any health science program should plan on attending the appropriate, regularly scheduled, program information session for direction and assistance with the application process. The information session addresses any questions or concerns prospective applicants may have. The session also assists students in understanding how to achieve a “qualified” applicant status. Students should plan on attending an information session prior to the application deadline date. No reservations or fees are required to attend.

| Health Services Management Information Sessions are held in the Mary L. Fields Health Science Building 4th Wednesday of each month Main Campus at Fort Pierce Building H Room 107 4:00 p.m. |  |  |  |  |
PROGRAM DEADLINE DATE

1st week of August for Fall term

APPLICANT REVIEW

Final consideration for admission into the IRSC Health Services Management program will be based upon the review and scoring of the following criteria:

1) IRSC Admission status must be complete. All official transcripts from IRSC and/or other institutions and a final high school transcript must be on file in Educational Services by the Application Deadline.
2) Application to Health Science Division must be filed and paid.
3) IRSC and College Cumulative GPA must be a 2.0 or higher.
4) IRSC in district students are given priority in selection process.

All of the above criteria must be met or the applicant file will not be reviewed and scored.

Note: Meeting admission criteria does not guarantee acceptance into the program. Students are selected on a competitive basis.

ACCEPTANCE INTO PROGRAM

The Health Science Division will notify those applicants who have been selected on a competitive basis of their provisional acceptance into the program. Final acceptance in the program is contingent upon satisfactory results from a physical examination with immunization, drug screen, and Federal Bureau of Investigations National Background Check (FBI/NBC). Information on obtaining these tests/reports will be provided in the provisional acceptance notification package. These reports should not be submitted with initial application materials.

SUBSTANCE USE/ABUSE REGULATION

Refer to the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Science Programs. In the Resources box, select Drug/Background Checks.

CRIMINAL BACKGROUND CHECKS

Refer to the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Science Programs. In the Resources box, select Drug/Background Checks.
HEALTH/MEDICAL RECORD

After acceptance into the program, a copy of the Physical Examinations Form will be provided in the provisional acceptance notification package. A completed physical exam form must be submitted and approved by the Program Chairperson. This physical examination form is to include results from physical examinations and laboratory tests including immunization records must be updated yearly.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician or an ARNP must be submitted.

STUDENT DRUG SCREEN, BACKGROUND CHECK, AND MEDICAL RECORDS

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records. (Refer to Drug/Background Regulations at the IRSC website www.irsc.edu.)

COMPLAINT PROCEDURE

Refer to the Academic Review/Admission Committee policy located within the IRSC Student Handbook/Planner.

NON-ACCEPTANCE INTO PROGRAM

Applicants who do not qualify for the program will be notified, and should remediate (call the ASC at 772-462-7625, for remediation information), or call 772-462-7550 for clarification on how to strengthen their application. Applicants may also choose to discuss options with an advisor or counselor at any campus.

PROGRAM EXPENSES

The following is a list of approximate costs and is subject to change. In addition to these costs, the candidate should allow for room, board, transportation, and personal living expenses. Note that non-Florida Resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

- Health Science Application fee $ 30.00
- Drug & Background Check 100.00
- (44 x $103.83 per credit 2013-2014 Florida Resident rate) 4568.52
- 18 hr conversion of hrs to credit ($5.00 per hour) 90.00
- Laboratory Fees include: 426.00
- - Malpractice and accident insurance (group plan) 23.00
- Books 1500.00
- Uniforms 272.00
- Commencement - Spring (includes graduation regalia) 50.00

Total $7059.52
FINANCIAL AID/SCHOLARSHIPS

Financial Aid (grants, loans, work-study) is available to those who qualify. Complete the FAFSA and IRSC Supplemental Financial Aid Application to determine eligibility. For more information, contact the IRSC Financial Aid Office at (772) 462-7450 or toll-free at 1-866-900-3243 (FAID).

Scholarships designated for students in the Health Science programs are also available. Complete the new IRSC “STARS” ONLINE Scholarship Application, available at https://www.irscfoundation.org.

The application deadline for all IRSC Health Science Scholarships is traditionally during the month of May. See “STARS” for exact deadline date for each scholarship.

For more information regarding scholarships, contact the IRSC Foundation office at (772) 462-4786, or toll-free at 1-866-792-4772, ext. 4786.

Rev. 6/8/06 MSB
HEALTH SERVICES MANAGEMENT ASSOCIATE IN SCIENCE
20740 (62 Credits)
Selective Admission Program

Program Description
This degree prepares students for management roles in a healthcare environment. The program is intended for individuals interested in entering the healthcare field and healthcare personnel who have completed a post secondary adult vocational or college certificate from an accredited certificate program in a health science area and have successfully completed licensure/certification exams.

Criteria for Admission
- Applicants must fulfill the requirements for admission to Health Science programs

GENERAL EDUCATION - *may be taken prior to acceptance into the program or must be completed while enrolled in the program.
Humanities/Fine Arts
*ENC 1101 and PHI 1635 ................................................................. 6 credits
Natural Science
*BSC 1084 Survey of the Human Body ........................................... 4 credits
Mathematics
See IRSC College Catalog................................................................. 3 credits
Social/Behavioral Science
*PSY 2012, and ECO 2013 or ECO 2023........................................ 6 credits

MAJOR FIELD REQUIRED COURSES - 43 credits
*HSC 1001 Introduction to Health Professions................................. 3 credits
*HSC 2531 Medical Terminology I................................................... 3 credits
*CGS 1060 College Computing........................................................ 3 credits
GEB 1011 Introduction to Business.................................................. 3 credits
HSC 1632 Overview of Healthcare Delivery ..................................... 3 credits
APA 1111 Introduction to Accounting .............................................. 3 credits
HSA 2182 Health Services Management Concepts ............................. 4 credits
MAR 2011 Principles of Marketing.................................................... 3 credits
HSC 2802 Health Science Seminar ................................................. 4 credits
MAN 2300 Intro to Human Resource Management............................ 3 credits
MNA 2345 Supervision.................................................................... 3 credits
HSC 2810 Health Service Management Practicum ............................ 4 credits
HIM 1012 Legal Aspects of Health Information .............................. 3 credits
COMPETENCY VALIDATION ELIGIBLE COURSES:
Students who have completed a postsecondary adult vocation or college certificate in an Allied Health area from an accredited program and have passed the licensing exam can receive a maximum of 18 competency credits. Before competency validation of credits can occur, the student must submit their state or national license in the respective field to the Health Science Division.

HSC 2531  Medical Terminology I ................................................................. 3 credits
HSC 1632  Overview of Health Care Delivery ............................................. 4 credits
HSC 1001  Introduction to Health Professions............................................ 3 credits
HSC 2802  Health Science Seminar............................................................ 4 credits
HSC 2810  Health Service Management Practicum .................................... 4 credits
COMPETENCIES UPON COMPLETION

• The program also seeks to develop, among its students, an understanding of the complex interaction of the economic, financial, political and social factors affecting the management and delivery of health care services.
• Critical thinking ability sufficient for entry level supervisory.
• Interpersonal abilities sufficient to interact with individuals, families and groups from variety of cultural, emotional and intellectual backgrounds.
• Ability to cope with stress.
• Communication abilities sufficient for interaction with others in verbal and written form.
• Ability to cope with anger/fear/hostility of others in a calm manner.

DISCIPLINARY PROCESS FOR HEALTH SCIENCE STUDENTS

Health Science Division programs student handbooks and programs/course orientations are designed to insure that the students understand the rules, standards, professional conduct and regulations of the Health Science Division programs.

Disciplinary actions are penalties against students for failure to meet the established standards of the programs. The actions are taken to address the student’s behavior and to maintain the standards of the health profession and the operation of the Health Science Division programs. Disciplinary action may include:

1) Disqualification of Admission- student is denied admission due to not meeting the admission requirements (i.e. drug or FBI/NBC screenings).
2) Probation- a specified period of time in which the student’s behavior will have an increased level of monitoring related to a specific behavior. Student is allowed to continue in the program and is advised that failure to meet the terms of the probation may result in further disciplinary action.
3) Suspension- temporary separation from the Health Science Division programs for a specific period of time. Student will be allowed to return to the program upon completion of the suspension. Readmission and/or arrangements for any work/assignments missed will be the responsibility of the student and will follow Health Science Division program regulations in the respective handbook.
4) Dismissal- termination from the Health Science Division program. Readmission will not be considered.

Upon receipt of any information that a student has violated any rules, standards, professional conduct or regulations, the respective program faculty, Department Chair or Director will conduct an immediate inquiry and determine the validity. If sufficient information exists to validate the violation occurred, a verbal counseling session will be held with the student to identify the areas of concern and the appropriate follow-up actions which may include disciplinary action. Written documentation of each counseling session signed by the College staff and the student is placed in the student’s file and a copy is given to the student.

Students who object to the decision of the department may request to meet with the Academic Review/Admission Committee. Refer to the IRSC Student Handbook/Planner.
Health Science Program Application
Selective Admissions - Program Requires Entrance Exam
Fall Program

Health Services Management (HSM)
Deadline to Apply: 1st week of August

INSTRUCTIONS - NO APPLICATION WILL BE CONSIDERED UNLESS THE FOLLOWING ARE COMPLETED BY THE PUBLISHED DEADLINE DATE:
All documents required by the Health Science Department must be submitted by appropriate deadline dates to the Admissions Office in order to be given consideration for selective admission into a Health Science program.

2. Complete a separate Health Science Program application (print clearly in ink or type), and return it with a $30 non-refundable/non-transferable application fee. Submit to the Business Office at the Main Campus or any IRSC Campus
3. Request former school and/or college(s) to forward transcript(s) to Admissions Office at Indian River State College.

Student I.D.: ______________________________ IRSC Email Address: ______________________________

Name ______________________________
Last (please print) First M.I. and/or Maiden Name

List any other names under which record of your education, tests, or work experience may be recorded:

Name ______________________________
Last (please print) First M.I.

Mailing Address ______________________________
Number and Street City State Zip

Home Phone ( ) Cell/Other Phone ( )

Ethnic Origin: (Required by U.S. Department of Health, Education and Welfare)

Have you applied to any other health science program at IRSC or other institution? ☐ yes ☐ no
If yes, Program: ______________________________ School: ______________________________ Year: ______________________________

Applicants for Advanced Placement Option:
Must hold a license/registration/certification as health care professional, please attach a copy with this application.
Place of Employment ______________________________ Job Title ______________________________

Attach documentation of 2000 hours of work experience since issuance of license/registration/certificate

Have you completed an IRSC Health Science Program? Yes _____ No _____
Date of Completion ______________________________

DISCLAIMER: I have reviewed the program requirements outlined in the Health Science Program Admission Booklet and understand that this application does not guarantee admission into a program. I certify that the above information is correct and I understand that falsification of information could lead to my dismissal if accepted into the program.

STUDENT SIGNATURE ______________________________________ DATE __________

RECEIPT # __________________ (Cashier Only) DATE __________
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INDIAN RIVER STATE COLLEGE
STUDENT ADVISEMENT FORM

HEALTH SERVICES MANAGEMENT

Name of Student: ___________________________ Date: ___________________________

PRINT NAME

All applicants must have this student advisement form completed by an Educational Service staff member or branch campus counselor or advisor by the application deadline date.

IMPORTANT NOTE: Any NO responses to the questions below may prevent your application from being considered for selection into the program.

**HAVE THE FOLLOWING REQUIREMENTS BEEN MET?**

<table>
<thead>
<tr>
<th>Application Requirement</th>
<th>YES</th>
<th>NO</th>
<th>If answer is NO, indicate what intervention/resources were shared with student to assist them in completing requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>*If Applicable, Submitted Health Science Application /w copy of certificate or licensure (or) confirmation of enrollment in accredited Health Science cert/license programs. Receipt #___________</td>
<td>*</td>
<td>*</td>
<td>*Do not forward this Student Advisement Form to Health Sciences until response to this item is YES.</td>
</tr>
<tr>
<td>Admissions are complete</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*If YES, Date Completed_________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cumulative GPA 2.0 or higher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aware of CPR certification requirement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aware of Fingerprinting/Drug Screen/Physical Process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attended a HSM Information Session</td>
<td></td>
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</tr>
</tbody>
</table>

In addition to the list above, student has had the opportunity to discuss all related topics outlined in the Health Services Management Application booklet including Program Expenses, Financial Aid opportunities, Time Commitment to the program, etc.

Educational Services Staff: ___________________________ /

Print Name       Signature

Student: ___________________________ /

Signature           Date
# A.S. Degree – Health Service Management

## Recommended Degree Course Completion Sequence

### Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2531</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>College Computing</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1001</td>
<td>Introduction to Health Care Professions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 1635</td>
<td>Ethics of Health Care</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1632</td>
<td>Overview of Healthcare Delivery</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### Summer Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1084</td>
<td>Survey of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>HSA 2182</td>
<td>Health Services Management Concepts</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

### Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM 1012</td>
<td>Legal Aspects of Health Information</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2802</td>
<td>Health Science Seminar</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013 or ECO 2023</td>
<td>Principles of Economics Macro or Principles of Economics Micro</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2345</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Intro to Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>*HSC 2810</td>
<td>Health Services Management Practicum</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

* *Student must meet with an advisor in order to register for Practicum.*