

## Course Description

**HA 201 Principles of Hospital Organization and Management.** General principles of hospital organization and management.

**HA 202 Organization and Administration of Clinical/Ancillary Services/Departments.** Organization and management of the various hospital services and departments.

**HA 204 Hospital Planning, Design and Maintenance.** Major considerations in the planning and construction of hospitals, physical plant and equipment maintenance, standards for hospital plant equipment.

**HA 205 Hospital Information System.** Collection and analysis of data necessary for health care administration.

**HA 206 Hospital Accounting.** Financial accounting and their use in health care administration.

**HA 207 Hospital Financial Management.** Financial planning and control in the management of health care institutions.

**HA 280.1 Supervised Practice in Hospital Administration.** In-hospital practicum with selected hospital visits.

**HA 280.2 Hospital Management Study.** Implementation of a health management research proposal in hospital administration.

**HPAd 201 Principles of Health Administration.** Theoretical framework in planning and managing the health system.

**HPAd 202 Practice of Health Administration.** Application of planning and management principles to the health system.

**HPAd 203 Public Health Methods.** Various public health procedures premised on sound principles.

**HPAd 209 Health Services Research.** Philosophy, concepts, methods and applications of health services research.

**Biostat 201 Fundamentals of Biostatistics.** Collection, presentation and elementary analysis of data.

**Epi 201 Principles of Epidemiology.** Ecology of human diseases and epidemiologic methods.

## Faculty Profile

### DEPARTMENT OF HEALTH POLICY AND ADMINISTRATION

Professor

**Fernando B. Garcia, Jr., MPA, PhD**

Associate Professors

**Carl Abelardo T. Antonio, MD, MPH**

**Emerito Jose A. Faraon, MD, MBA**

**Leizel P. Lagrada, MD, MPH, PhD**

**Ma. Esmeralda C. Silva, MPAf, MScPPM, PhD**

**Romulo F. Nieva, MAHESOS, PhD**

**TJ Robinson T. Moncatar, RN, MPH, PhD**

Assistant Professors

**Carlos Primero D. Gundran, MD, MScDM, FPCEM**

**Ma. Susan T. Yanga-Mabunga, DDM, MScD, FDPH**

**Richard S. Javier, MBA**

**Patrick G. Sylim, MD**

*Application forms may be obtained from and mailed/returned to:*

#### THE DIRECTOR

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*Further inquiries may be sent to:*

#### THE MHA PROGRAM COMMITTEE CHAIR

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COLLEGE OF PUBLIC HEALTH

University of the Philippines Manila

The Health Sciences Center



## Master of Hospital Administration

SEAMEO TROPED

Regional Centre for Public Health,  
Hospital Administration,  
Environmental and Occupational Health

## Rationale and Objectives

The Master of Hospital Administration (MHA) program provides the students with the basic knowledge, concepts and principles in the field of health care administration with emphasis on hospital/health care organizations. It also aims to develop proper attitudes and skills to manage a hospital efficiently and effectively.

At the end of the MHA program, the student should be able to:

- Administer health care organizations effectively, efficiently and in an ethical manner;
- Apply the latest developments in the field as appropriate to their specific organizational and socio-cultural contexts;
- Establish effective working relationship with co-workers, other organizations, and the larger community;
- Integrate research methods in hospital administration;
- Manage change in hospital administration guided by evidence; and
- Communicate effectively orally and in writing.

## Academic Information

The academic year is divided into 2 semesters of 16 weeks each, excluding registration and final examination periods. The 1st semester starts in August and ends in December, while the 2<sup>nd</sup> semester covers the period from January to May. The summer session following the 2<sup>nd</sup> semester is in June and July. Classes are held Monday through Friday, 8:00am to 7:30pm. There are Saturday classes also. (*Ref: Approval of Policy Change in Academic Calendar, pending UP BOR approval, UPM Council Special Meeting on 24 October 2013, BSLR-E College of Medicine*).

English is generally used as the medium of instruction. A full time student's normal load is 12-15 units per semester and 6 units during summer; a part-time student enrolls in half of these. The tuition fee is P990.00 per unit, the library fee is P1,050.00 and other fees is P350.00 per semester. A student with a load of 15 units in a semester pays a matriculation fee of P14,850.00, on the average, while a foreign student pays an additional Educational Development Fund of US \$500.00 (US \$100.00 for residency only) for every semester.

There is a processing fee of P300.00 for Filipino applicants while interested foreigners are charged US \$30.00. (circa Nov. 2013)

Admission to the MHA program is open once a year before the start of the 1<sup>st</sup> semester of each academic year.

## Mode of the Programme

1. Regular
2. Saturdav Class
3. Blended Learning

## Admission Requirements

The following are the minimum NGOHS requirements:

1. Good scholastic record from any recognized institution of higher learning
2. At least 1 year work experience in a related field
3. Duy accomplished Application Form (available at the Graduate Office or through [www.ngohs.upm.edu.ph](http://www.ngohs.upm.edu.ph)) together with the following documents:
  - ✓ Original copy of the official Transcript of Records
  - ✓ 2 recommendations from former professors, supervisors or employees (forms included in the application packet)
  - ✓ Receipt of processing fee paid at the UPM Cashier's Office
  - ✓ Certified true copy of college diploma with the seal of the university and the signature of the registrar in ink
  - ✓ 4 passport-size photos
  - ✓ Essay on an 8-1/2" x 11" sheet of paper describing your motivation for pursuing graduate study and your view of self-directed learning as a method of instruction, and a description of your research interest
4. For foreign applicants, additional requirements include:
  - ✓ Original Transcript of Records in English. If written in another language, must be translated to English and authenticated by the Philippine consulate/embassy from country of origin
  - ✓ Certified true copy of diploma with the seal of the university and the signature of the registrar in ink. If written in another language, must be translated to English and authenticated by the Philippine consulate/embassy from country of origin
  - ✓ TOEFL (or its equivalent) score of at least 500 (written test) or 173 (computerized test) if English is not the medium of instruction in the country of origin.
  - ✓ Affidavit of support or certification of financial capability
  - ✓ Photocopy of passport (present original for verification)

## Graduation Requirements

- Residency for at least one academic year immediately prior to awarding of degree
- Completion of 38 units which may be fulfilled through any of the following:

PLAN A – at least 32 units of formal courses and 6 units of thesis  
PLAN B – at least 35 units formal courses and 3 units special study  
PLAN C – at least 38 units formal courses and passing the written comprehensive examination

- A GWA of 2.00 or better in all courses taken, provided there is no grade of 5.00 in any of them. If the weighted average of 2.00 is not attained, the Certificate of Attendance in Hospital Administration may be given. A certificate of attendance will also be issued to students with a grade of "5.0" in any subject.

The following are the grade requirements for each student to be of good standing in the program: a) general weighted average of 2.00 or better, b) weighted average of 2.00 or better for the major/required courses, and c) no grade of 5.00 in any academic course. A maximum of 5 years is given to a student to finish the program.

Living accommodations for students' maybe provided in privately-owned housing units/dorms/apartment hotels. Dorms offer lodging and/or board. There are privately-owned food establishments around the school.

## The Curriculum

Core Courses		14 units
HPAd 201	Principles of Health Administration	2 units
HPAd 202	Practice of Health Administration	2 units
HPAd 203	Public Health Methods	2 units
HPAd 209	Health Services Research	2 units
Biostat 201	Fundamentals of Biostatistics	3 units
Epi 201	Principles of Epidemiology	3 units

Major Courses		15 units
HA 201	Principles of Hospital Organization and Management	2 units
HA 202	Organization and Administration of Clinical/Ancillary Services/Departments	2 units
HA 204	Hospital Planning, Design and Maintenance	2 units
HA 205	Hospital Information System	2 units
HA 206	Hospital Accounting	2 units
HA 207	Hospital Financial Management	2 units
HA 280.1	Supervised Practice in Hospital Administration	1 unit
HA 280.2	Hospital Management Study	2 units

### Electives

The required minimum number of units for electives:

Plan A: 3 units (+6 units thesis) HA 300

Plan B: 6 units (+3 units special study) HPAd 299

Plan C: 9 units (+ Comprehensive Examination)

**TOTAL 38 units**