

Certificate of Attendance in Hospital Administration

A certificate of attendance will be issued to students with a grade of "5.0" in any subject.

Description of Courses

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 consideration in the planning and construction of hospitals, physical plant and equipment maintenance, standards for hospital plant and 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 Financial Management. Financial planning and control in the management of health care institution.

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

Ruben N. Caragay, MD, MPH, PHD
Professor

Irma L. Parajas, DDM, MPH
Professor

Noel D. Lawas, MD, MPH
Professor

Fely Marilyn E. Lorenzo, MPH, DrPH
Professor

Eufemia M. Tobias, DDM, MSc, DD (Para & Protozoa)
Associate Professor

Fernando M. Sison, MD, MPH
Associate Professor

Ma. Susan Yanga-Mabung, DDM, MSc
Assistant Professor

Jason O. dela Peña, MM (Public Management), MPH
Assistant Professor

Gerardo P. Medina, MD, MPH
Assistant Professor

Isagani L. Bagos, MPA
Professorial Lecturer

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College of Public Health University of the Philippines Manila The Health Sciences Center



SEAMEO-TROPMED
Regional Centre for Public Health,
Hospital Administration,
Environmental and Occupational Health

Rationale and Objectives

The Master of Hospital Administration (MHA) program is created to provide 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:

- Analyze the role of the hospital in the health care system of the country
- Assume the role of the administrator who is responsible for:
 - delivering quality patient care
 - generating resources and utilizing them effectively and efficiently
 - establishing effective working relationship with agencies and the community
 - identifying, preventing and evaluating administrative problems
- Improve self and serve as a change agent
- conduct research in the field of administration and encourage colleagues and staff to do research in their respective fields

General Information

- The academic year is divided into 2 semesters of 16 weeks each and a 6 week summer session
 - First semester : June - October
 - Second semester: November - March
 - Summer: April - May
- The medium of instruction is English
- The usual academic load of full - time students is 12 - 15 units
- The tuition fee is P 990.00 per unit and the miscellaneous fees amount to approximately P 1,360 per semester
- International students must pay an Educational Development Fund of US \$ 500.00 (or US \$ 100.00 for residency) per semester.
- Application Fee : P300.00 for Filipinos
US \$ 30.00 for international students

*Fees subject to change without prior notice

Admission Requirements

1. Must fulfill the general admission requirements of the National Graduate Office of UP Manila
2. Good scholastic record from any recognized institution of higher learning.
3. Must be graduates of approved schools of medicine and/or allied professions or have at least a baccalaureate degree, preferably in business administration.
4. Must have at least one year experience in a managerial, administrative or supervisory position in any health care facility or health-related NGO.

Mode of Programme Offering

1. Regular
2. Saturday Class
3. Off-campus Modular

Graduation Requirements

1. Residence of at least one full academic year immediately prior to the granting of the degree;
2. Completion of a minimum 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 of formal courses and 3 units of special study
 - Plan C - at least 38 units of formal courses and passing of a written comprehensive examination
3. A General Weighted Average (GWA) of "2.00" or better, provided there is no grade of "5.0" in any of them. (If the weighted average of "2.00" is not attained, either the Certificate of Hospital Administration or Certificate of Attendance in Hospital Administration may be given.)

Residence Requirements & Time Limit

- minimum residence required : 2 semesters and 1 summer
- maximum residence rule (MRR) : 5 calendar years including official leaves of absence
- If the MRR is exceeded, further extension of not more than 1 year shall be allowed subject to the recommendation of the MHA Program Committee and the approval of the Chancellor

The Curriculum

Major Courses : 15 Units

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

Other Required Courses: 14

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|-------------|-------------------------------------|---|
| HPAd 201 | Principles of Health Administration | 2 |
| HPAd 202 | Practice of Health Administration | 2 |
| HPAd 203 | Public Health Methods | 2 |
| HPAd 209 | Health Services Research | 2 |
| Biostat 201 | Fundamentals of Biostatistics I | 3 |
| Epi 201 | Principles of Epidemiology | 3 |

Electives

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| Plan A | 3 |
| Plan B | 6 |
| Plan C | 9 |

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| Special Study (Plan B only) | 3 |
| HPAd 290 Special Studies and Research ^a | 3 |

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|-----------------------------|----------|
| Thesis (Plan A only) | 6 |
| HA 300 | 6 |

TOTAL 38

Certificate in Hospital Administration (CHA)

- Awarded to students who have complied with all of the requirements of MHA except the general weighted average (GWA)
- General weighted average of "3.00" or better provided there is no grade of "5.0" in any course taken