

## **SYLLABUS**

### **BACHELOR IN HOSPITAL ADMINISTRATION (BHA) Course**

### **UNDER WEST BENGAL UNIVERSITY OF HEALTH SCIENCES (WBUHS)**

#### **SEMESTER -II**

#### **201: ENVIROMENT AND ECOLOGY**

Objectives: To create the awareness about environmental problems among people , cause and the solution to solve the environmental issues

##### **Unit I**

1. Different types of pollution and measures to control the pollution (Air, Water, Land, Noise): Defination, Cause, Controlling measures

##### **Unit II**

1. The Fundamentals of Economics
  - a. Definition Concepts
  - b. Branchesofeconomics
  - c. Characteristicsandtypes
  - d. Laws of economics
  - e. Central Problems of an Economy (Brief Idea)
2. Health economic concepts
  - a. Definitions, Concepts & Scope of health economics
  - b. Issues and challenges
  - c. Elements of economic concepts
  - d. Cost Benefit Analysis and Cost Effective Analysis
  - e. Healthcare Budgeting

##### **Unit III**

##### **Demand**

1. Meaning
2. Determinants of demand
3. Laws of demand

## Supply

1. Meaning
2. Determinants
3. Laws of Supply

## Unit IV

Market and its various forms (Monopoly, Oligopoly, Monopolistic Competition, Perfect Competitive Market)

## References

1. Health Economics- Jay Bhattacharya, (Timothy Hyde & Peter Tu) ???
2. Health Economics- Dr. Jeya Singh, Dr. D. Solomon Raj, Dr. D Jery Josephin
3. Health Economics- Pushpalata Pattnaik
4. Health Economics- P. C. Das

## References

1. Environmental Science, Cunningham, TMH
2. Environmental Studies, A.K. De & A.K. De, New Age International
3. Environmental Pollution Control Engineering, C.S. Rao, New Age International
4. Environmental Management, N.K. Oberoi, EXCEL BOOKS
5. Ecosystem Principles & Sustainable Agriculture, Sithamparamathan, Scitech

## 202: FINANCIAL MANAGEMENT IN HOSPITAL

### Objective:

The objective of this subject is to expose the students to decision-making by corporate board in the areas of finance function. It will equip the student with concepts, technical and analytical tools for optimal management of financial resources of a business enterprise

## Unit-I

### 1. Introduction to Accounting

- a. Accounting: Meaning, Objectives and Advantages and limitation
- b. Functions & attributes
- c. Branches of Accounting
- d. Accounting Cycle, accounting equation, types of account
- e. Users of Accounting Information.
- f. Fundamental Accounting Assumptions: (Going Concern, Consistency, Accrual.)  
Accounting Principles: (Accounting Entity, Money Measurement, Accounting Period, Full Disclosure, Materiality, Prudence, Cost Concept, and Dual Aspect, Revenue recognition, matching.

2. Recording of Transactions Double Entry System
3. Rules of Debit and Credit
4. Rules of Journal and ledger
5. Preparation of trialbalance.

#### **Unit-II**

1. FinancialStatements
  - a. FinancialStatements:ObjectiveandImportance
  - b. Functions&attributes
  - c. TradingandProfitandLossAccount
2. BalanceSheet
  - a. Need
  - b. Functions&attributes
  - c. Grouping
  - d. Marshallingofassetsandliabilities
3. AdjustmentsinPreparationofFinancialStatements

#### **Unit-III**

1. Introduction to Financial Management
  - a. Financial goal
  - b. Profit vs .wealth maximization
  - c. Financial functions

#### **Unit-IV**

1. WorkingCapitalManagement
  - a. Concept&Components
  - b. FactorsaffectingworkingCapital
  - c. ClassificationofWorkingCapital
  - d. PracticalproblemonWorkingCapitalrequirement
2. CapitalBudgeting
  - a. Definition
  - b. TechniquesofCapitalBudgeting
  - c. PracticalProblem on-ARR,PBP,NPVandPI

#### **Unit-V**

1. RatioAnalysis
  - a. MeaningofRatioAnalysis
  - b. ClassificationofRatios
  - c. Importance&LimitationofRatioAnalysis
  - d. Practicalproblems(OnlycalculationofLiquidity,Solvency,Activity&TurnoverRatio)

## References

1. Financial Management, Khan & Jain-TMH
2. Financial Management, Gupta-Pearson Education
3. Financial Management, Majumder, Ali & Nesha-ABS
4. Financial Management, I.M. Pandey-Bikash Publications
5. Financial Management, M.Y. Khan & P.K. Jain, -TMH Publications

## **203: SUPPORT & UTILITY SERVICES - I**

### Objectives:

To enable the students gain insights into various aspects like importance, functions, policies and procedures, equipping, controlling, co-ordination, communication, staffing, reporting and documentation of both clinical and non-clinical services in a hospital.

### Contents:

#### **Unit-I**

1. Support and utility services
  - a. Concept & Meaning
  - b. Importance
  - c. Different services

#### **Unit-II**

1. Clinical services  
(OPD, IPD, Emergency, Admission and discharge – Definition, Location, Function, Workflow)

#### **Unit-III**

1. Support Services  
(CSSD, Nursing Station, Ambulatory Service, Blood Bank, Pharmacy, Telemedicine- Definition, Location, Function, Workflow)

#### **Unit-IV**

Utility services

( Dietery, Laundry,Security,Store, Housekeeping - - Defination , Location, Function , Workflow)

### **References**

- 1.Hospital facilities planning & management, GdKunders-TMH
- 2.Principles of hospital administration & planning, BMSkharkar-JAYPEE
- 3.Hospital administration, DC Joshi &MamtaJoshi-JAYPEE
- 4.Essentials for Hospital support services and physical Infrastructure, Madhuri Sharma- JAYPEE
- 5.The hospital administrator, MAGEorge-JAYPEE
- 6.Hospitals and Nursing homes planning, organizations and management, Syed Amin Tabish-JAYPEE
- 7.Hospital administration, CM Francis & Mario CDesouza-JAYPEE

### **204: Medical Terminology-I**

#### Objective

To introduce the students to the vocabulary, terms used by medical professionals, such as doctors, nurses and medical technologists and about prescription writing and about various medical imaging

#### UNIT-I

1. Introduction to medical terminology
2. Commonly used Suffix, Prefix and Root word in Medical Terminology

#### UNIT-II

1. Overview of various kinds of imaging and Prescription Reading

#### UNIT –III

1. Medical terminology used by cardiologist
2. Medical Terminology used by Neurologist
3. Medical Terminology used by Gynecologist
4. Medical Terminology used by Gastro intestinologist

#### .References

- 1.Paramedics-Six in One, JaypeeBrothers

## 205 :HEALTH INFORMATION SYSTEM AND SOFTWARE

### Objective:

This subject will provide models of HIS and help the student develop a subsystem for healthcare management. It will be based OIL experiential learning where the student will develop a subsystem in all its aspects.

### Contents:

#### Unit-I

##### 1.Basic Information Concepts

- a. Data and Information
- b. Classification of Information
- c. Quality of Information
- d. Resources of Information

\*Name & Use of Health Information Software should be mentioned

##### 2. Management information system

##### 3. Executive Information System

##### 4. Decision Support system

- a. Meaning and Parameters
- b. Programmed, Semi Programmed & Non Programmed Decisions, Differences.

#### Unit-II

##### 1. Hospital Information System

- a. Meaning, Genesis, scope
- b. Important modules of Hospital Management System
- c. Basic management cycles in hospitals
- d. Categories of information system in hospitals
- e. Sources of health information
- f. Need of information in hospital

## g. Advantages of Hospital Information Systems

### Unit-III

#### 1. The Electronic health record

##### a. Functions of the health record

##### b. Changing functions of the patient's record

##### c. Advantages & Disadvantages of the paper record

##### d. Advantages & Disadvantages of the HER

##### f. Roadblocks and challenges to HER implementation

##### g. The future of HIS

### Unit-IV

#### 1. CRM (Customer Relationship Management)

### References

1. Preventive and social Medicine, K. Park-Bhanot

2. Medical Records organization and management, GDMogli-JAYPEE

3. Management Information System, Avdesh Gupta & Anurag Malik-Laxmi Publications

4. Davis, G. B. and M. H. Olson, Management Information Systems- Conceptual Foundations, Structure and Development, TMH, 1998.

5. Know your PC : Peter Norton.

6. Computers Today : Sandors.

- Software concepts.
- File MSF.
- Board view of Operating System (MS-Dos, VNIIX, MS-WINDOWS)
- Office Automation Software (MS-Word, MS-Excel, MS-Access, MS- Powerpoint)

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Practical

**206: Hospital Overview Training**

**207: Basic Computer:**

Objective:

Familiarize the student with: PC environment, software and hardware, advanced SW packages of corporate utility, IT use for presentation with focus to activities related to hospital management.

Contents:

Unit-I

Introduction to computers

Definition, characters, hardware, software, generations of computers, operating system.

Unit-II

Networks and database

Importance of network, types of network, network software and hardware, database languages, Backup features, data recovery security features.

**Practices**



## **Windows and MS Office**

**MS Word: Templates and Wizards, formatting text, , editing, tables and graphics, spell check, printing, macro commands**

**MS Excel: Data entry, formatting, data handling, functions, formula, goal seek, scenariosolver, filter, graphs, charts and mapping, statistical applications;**

**MS PowerPoint: Converting Word into PP, formatting, templates, slide show, animation, art and sound, file management, hand outprinting.**

**MS Access: Data in tables, using forms, queries, reports.**

## **References**

**1.Gordon B. Davis and M. H. Ols'on, Management Information System, McGraw Hill Publishing Company, New Delhi,1998.**

**2.Rajaraman, Fundamentals of Computers Prentice Hall India, New Delhi 1996.Lonnie**