

Bachelor of Science in Healthcare Management Program

Textbook List 2020 – 2021 Amended May 7, 2021

Semester I

APA 7th edition manual and/or PERRLA APA formatting software is required for program

Publication Manual of the American Psychological Association: 7th Edition. (2020) Copyright
Seventh Edition

ISBN-13: 978-1433832154

PERRLA software may be located at www.perrla.com

HM 3310 Introduction to Healthcare Operations Management

Required Textbook: Shi, L. & Singh, D. A. (2017). *Delivering health care in America: A systems approach* (7th ed.). Burlington, MA: Jones & Bartlett.

ISBN: 978-1-284-124491

HM 3320 Healthcare Management

Required Textbook: Buchbinder, S. B., & Shanks, N. H. (Eds.) (2016). *Introduction to Health Care Management* (3rd Ed.). Burlington, MA: Jones & Bartlett.

ISBN: 978-1-284-081015

HM 3330 Health Care Human Resources

Required Textbook: Niles, N. J. (2020). *Basic Concepts of Health Care Human Resource Management* (2nd Ed.). Burlington, MA: Jones & Bartlett.

ISBN-13: 978-1-2841-4946-3

HM 3340 Legal and Regulatory Aspects of Healthcare

Required Textbook: Showalter, J. S. (2020). *The Law of Healthcare Administration* (9th Ed.). Chicago, IL: Health Administration Press.

ISBN: 978-1-64055-130-5

HM 3150 Leadership and Management Case Study

Required Textbook: Buchbinder, S., Shanks, N., & Buchbinder, D. (2014). *Cases in Health Care Management*. Burlington, MA: Jones & Bartlett

ISBN: 978-1-4496-7429-8

Semester 2

APA 7th edition manual and/or PERRLA APA formatting software is required

HM 4310 Healthcare Marketing

Required Textbook: Hillestad, S. & Berkowitz, E. N. (2020). Health Care Market Strategy-From Planning to Action (5th Ed.). Burlington, MA: Jones & Bartlett.
ISBN-13: 978-1284150407

HM 4320 Community Health & Cultural Diversity

Required Textbook: Spector, R. E. (2017). Cultural Diversity in Health and Illness (9th ed.). Boston, MA: Pearson.
ISBN: 978-0-13-441331-0

HM 4330 Accounting Fundamentals for Healthcare Managers

Required Textbook: Young, D. W. (2014). Management Accounting in Health Care Organizations (3rd Ed.). San Francisco, CA: Jossey-Bass.
ISBN: 978-1-118-65362-3

HM 4340 Information Systems in Health Care

Required Textbook: Mastrain, K. (2016). Informatics for Health Professionals. Burlington, MA: Jones & Bartlett.
ISBN: 978-1-284-10263-5

Or the new edition scheduled for release:

Mastrain, K. & McGonigle, D. (2021). Informatics for Health Professionals (2nd Ed.). Burlington, MA: Jones & Bartlett.
ISBN: 978-1-284-18209-5

HM 4150 Systems Case Study

No Textbook Required

Semester 3

APA 7th edition manual and/or PERRLA APA formatting software is required

HM 4350 Healthcare Performance and Process Improvement

Required Textbook: Lighter, D.E. (2011). *Advanced Performance Improvement in Health Care: Principles and Methods*. Sudbury, MA: Jones & Bartlett.
ISBN: 978-0-7637-6449-4

HM 4360 Health Finance and Economics

Required Textbook: Baker, J. J., Baker, R. W., & Dworkin, N.R., (2017). *Health Care Finance: Basic Tools for Nonfinancial Managers* (5th Ed.). Sudbury, MA: Jones & Bartlett.
ISBN: 978-1-284-11821-6

HM 4370 Organizational Development

Required Textbook: Borkowski, N. & Meese, K. A. (2021). *Organizational behavior in health care* (4th Ed.). Burlington, MA: Jones & Bartlett, Learning.
ISBN: 978-1284183245

HM 4380 Clinical Systems Management

Required Textbook: Kelly, D. L. & Spath, P. (2017). *Applying Quality Management in Healthcare: A Systems Approach* (4th Ed.). Chicago, IL: Health Administration Press.
ISBN: 978-1-56793-8814

HM 4170 Capstone Project

No Textbook Required