



# HEALTHCARE PROJECT MANAGEMENT: PRINCIPLES AND STRATEGIES

## HPMPS400 — Healthcare Project Management: Principles & Strategies, 3.0 hours

### PROFESSOR

---

Lisette M. Negron currently resides in Arlington, VA. She joined the military when she was 18, served 4 years active duty and 11 years, and counting as a reservist. Over the course of her career, she has served as a Human Resources professional. She has been responsible for the overall training and development of hundreds of civilian employees and soldiers, managers, and supervisors. These developmental trainings consist of day-to-day operations, programs processes, HR systems trainings, and successful completion of HR management certifications. HR departments oversee various aspects of employment, such as compliance with labor laws and employment standards, administration of employee benefits, and some aspects of recruitment. As a reservist, she is the Health Sciences HR Officer for a Medical Ground Ambulance company, where she manages all areas of operations, staffing, logistics, training, and work-life balance.

Ms. Negron completed her Doctorate degree in Business Administration with a concentration in HR Management and holds a graduate certificate in Health Care Administration.

She looks forward to being a part of this journey as your instructor.

### CONTACT INFORMATION

---

E-mail: [lnegron@lakewood.edu](mailto:lnegron@lakewood.edu)

Phone: 800-517-0857 X 775

### ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

---

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing [info@lakewood.edu](mailto:info@lakewood.edu)

### BOOKS AND RESOURCES

---

Rejda E. George. Principles of Risk Management and Insurance. 14th ed. Pearson, 2020.

### EVALUATION METHOD

---

Graded work will receive a numeric score reflecting the quality of performance.  
Course Requirement Summary

- Assignments - Total of 60 Points
- Weekly discussion forums-Total of 80 Points

- Final Exam - 50 Points

## GRADING SCALE

---

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 190. To determine the final grade, the student's earned points are divided by 190.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)  
B = (80% - 89%)  
C = (70% - 79%)  
D = (60% - 69%)  
F < (Below 60%)

## ACADEMIC INTEGRITY/ PLAGIARISM:

---

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

## DISABILITY ACCOMMODATIONS

---

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: [disabilityservices@lakewood.edu](mailto:disabilityservices@lakewood.edu)

## SUPPLEMENTAL TEXTS

---

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- [https://www.mylakewoodu.com/pluginfile.php/118179/mod\\_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf](https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf)

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

# LIBRARY

---

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at [modell@lakewood.edu](mailto:modell@lakewood.edu) or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

# SUPPORT

---

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2  
[info@lakewood.edu](mailto:info@lakewood.edu)  
[studentservices@lakewood.edu](mailto:studentservices@lakewood.edu)

# CAREER SERVICES

---

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2  
[careerservices@lakewood.edu](mailto:careerservices@lakewood.edu)

# LESSONS

---

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	
Lesson #1	<ul style="list-style-type: none"><li>• Risk and Its Treatment</li><li>• Insurance and Risk</li><li>• Basic Statistics and the Law of Large Numbers</li><li>• Introduction to Risk Management</li><li>• Enterprise Risk Management and Related Topics</li></ul>	Study Course Syllabus Read Chapters 1-4 Participate in the Discussion Forum Lesson Evaluation	
Lesson #2	<ul style="list-style-type: none"><li>• Types of Insures and Marketing Systems</li><li>• Insurance Company Operations</li><li>• Financial Operations of Insurers</li><li>• Government Regulation of Insurance</li></ul>	Read Chapters 5-8 Participate in the Discussion Forum Complete Assignment 1 Lesson Evaluation	Assignment 1 upon completion of the lesson
Lesson #3			

- Fundamental Legal Principles
  - Analysis of Insurance Contracts
  - Life Insurance
  - Life Insurance Contractual Provisions
- Read Chapters 9-12  
Participate in the Discussion Forum  
Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #4	<ul style="list-style-type: none"> <li>• Buying Life Insurance</li> <li>• Calculation of Life Insurance Premiums</li> <li>• Annuities and Individual Retirement Accounts</li> <li>• Healthcare Reform: Individual Health Insurance Coverages</li> </ul>	Read Chapters 13-15 Participate in the Discussion Forum Lesson Evaluation	

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #5	<ul style="list-style-type: none"> <li>• Employee Benefits: Group Life and Health Insurance</li> <li>• Employee Benefits: Retirement Plans</li> <li>• Social Insurance</li> </ul>	Read Chapters 16-18 Participate in the Discussion Forum Complete Assignment 2 Lesson Evaluation	Assignment 2 upon completion of the lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS
Lesson #6	<ul style="list-style-type: none"> <li>• The Liability Risk</li> <li>• Auto Insurance</li> <li>• Auto Insurance (Continued)</li> </ul>	Read Chapters 22-24 Participate in the Discussion Forum Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #7	<ul style="list-style-type: none"> <li>• Homeowners Insurance, Section I</li> <li>• Homeowners Insurance, Section II</li> <li>• Other Property and Liability Insurance Coverages</li> </ul>	Read Chapters 25-27 Participate in the Discussion Forum Complete Assignment 3 Lesson Evaluation	Assignment 3 upon completion of the lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #8	<ul style="list-style-type: none"> <li>• Commercial Property Insurance</li> <li>• Commercial Liability Insurance</li> <li>• Crime Insurance and Surety Bonds</li> </ul>	Read Chapter 10 Participate in the Discussion Forum Complete the Final Exam Request the Next Course Lesson Evaluation THANKS FOR A GREAT CLASS	Final exam upon completion of the lesson

## DESCRIPTION

This course provides the fundamentals of the organizational principles, practices, and pertinent management of health service organizations. The topics include quality improvement, risk management, strategic planning, financial planning and control, and medical ethics.

## Program Objectives

- 1) Explain the basic characteristics of insurance, and Identify the major insurable and uninsurable risks in our society.
- 2) Define risk management and explain the objectives of risk management, and describe the steps in the risk management process.
- 3) Describe the major types of private insurers, major distribution systems for selling life insurance, and the major distribution systems in property and casualty insurance.
- 4) Explain the reasons why insurers are regulated, and explain the major arguments for and against state regulations of insurance.
- 5) Identify the major defects in the healthcare system in the United States leading to the enactment of the Affordable Care Act.
- 6) Explain the key characteristics of long-term care insurance and disability income insurance contracts.
- 7) Explain the reasons why social insurance programs are established and the basic characteristics of social insurance
- 8) Explain negligence and the elements of negligence. Apply the law of negligence to specific liability situations.

## OBJECTIVES

---

- 1) Explain the basic characteristics of insurance, and Identify the major insurable and uninsurable risks in our society.
- 2) Define risk management and explain the objectives of risk management, and describe the steps in the risk management process.
- 3) Describe the major types of private insurers, major distribution systems for selling life insurance, and the major distribution systems in property and casualty insurance.
- 4) Explain the reasons why insurers are regulated, and explain the major arguments for and against state regulations of insurance.
- 5) Identify the major defects in the healthcare system in the United States leading to the enactment of the Affordable Care Act.
- 6) Explain the key characteristics of long-term care insurance and disability income insurance contracts.
- 7) Explain the reasons why social insurance programs are established and the basic characteristics of social insurance
- 8) Explain negligence and the elements of negligence. Apply the law of negligence to specific liability situations.