

# **A.S. in Health Services Management**

## **Application Booklet**

For more information

IRSC Information Call Center  
1-866-792-4772

[www.irsc.edu](http://www.irsc.edu)

## IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide unparalleled educational environments.

IRSC serves approximately 30,000 students annually and offers more than 100 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

IRSC was distinguished as the 2019 winner of the prestigious Aspen Institute's 2019 National Award for Leadership in Education (AU-77 -1.14 TdB)-2.9 (s)5 (e)

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The Health Services Management curriculum prepares students for management roles in a health care environment. The program is intended for health care personnel who have completed a post-secondary adult vocation or college certificate from an accredited certificate program in a health science area and have successfully completed licensure/certification exams.

## HEALTH SERVICES MANAGEMENT PROGRAM APPLICATION CHECKLIST

Completion of the items on this checklist alone does not guarantee acceptance to the Health Services Management Program. Students are selected on a competitive basis. Completion of the checklist is the applicant's responsibility. Contact the Health Science Division at 772-462-7550 for more information.

- 1. Complete and submit an Indian River State College Application for the Associate in Science Degree in Health Services Management program. (Pay the \$30 fee).
- 2. Attend a Health Services Management Information Session online.
- 3. Request high school, former schools and/or colleges transcripts. Submit transcripts to Student Records by the application deadline. (Check online at <http://www.irsc.edu> to confirm receipt of transcripts).
- 4. 2.5 IRSC and College cumulative GPA.
- 5. Review the Core Performance Standards.

All applicants will be notified of their status via the email address provided in the Application, approximately three weeks before the term for which they applied. No information is available by telephone.

## INTRODUCTION

The HSM Program is offered through the IRSC Health Science Division. Applicants should carefully review the application procedures outlined in this booklet. Admission to the Health Services Management program is on a selective admission basis. It is the applicant's responsibility to ensure that the application process is complete.

## APPLICATION PROCESS

Any candidate who wishes to be considered for a Health Science program at Indian River State College must complete the procedures outlined on the checklist on page 1. Students should also review the Associate in Science degree requirements, and the course pre- and co-requisites outlined in the IRSC College Catalog.

Prior to beginning the application process:

1. Read the Health Services Management Application Booklet.
2. Complete and submit the IRSC Application for the Health Services Management program (\$30 fee; keep a copy of your receipt.)

Note: If at any time during the application process you have a change in personal information (name change, address, phone number or emails), submit the changes through MyPioneerPortal and the Health Science Division at 772-462-7550.

## INFORMATION SESSIONS

Students interested in applying to the Health Services Management program should review the online orientation video for program information. The video addresses any questions or

## APPLICANT REVIEW

Final consideration for admission into the IRSC Health Services Management program will be based upon the review and scoring of the following criteria:

1. IRSC Admission status must be complete.
2. Application must be filed and paid.
3. IRSC and College Cumulative GPA must be a 2.5 or higher.

All of the above criteria must be met or the applicant file will not be reviewed.

## COMPLAINT PROCEDURE

Refer to the Academic Review/Admission Committee policy located within the IRSC Student Handbook/Planner.

## PROGRAM EXPENSES

A list of approximate costs is located on the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click **Programs** and then **Health Science Meta Major**. Click **Health Services Management**, select **Expenses**. In addition to these costs, the candidate should allow for room, board, transportation and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit

Communication and Relationship Management

Demonstrate written and interpersonal communication and critical thinking skills as an entry level member of the health care team.

Professionalism

Describe characteristics, skill-sets attitudes and values necessary for positions of responsibility in a variety of health care settings.

Leadership

Perform assigned tasks with personal accountability and professional responsibility.

Knowledge of the Healthcare Environment

Define healthcare systems and the environment in which healthcare manager's function



## DISCIPLINARY PROCESS FOR HEALTH SCIENCE STUDENTS

Health Science Division programs student handbooks and programs/course orientations are designed to ensure that the students understand the rules, standards, professional conduct and regulations of the Health Science Division programs.

Disciplinary actions are penalties against students for failure to meet the established standards of the programs. The actions are taken to address the student's behavior and to maintain the standards of the health profession and the operation of the Health Science Division programs. Disciplinary action may include:

- 1) Disqualification of Admission- student is denied admission due to not meeting the admission requirements (i.e., drug or FBI/NBC screenings).
- 2) Probation- a specified period of time in which the student's behavior will have an increased level of monitoring related to a specific behavior. Student is allowed to continue in the program and is advised that failure to meet the terms of the probation may result in further disciplinary action.
- 3) Suspension- temporary separation from the Health Science Division programs for a specific period of time. Student will be allowed to return to the program upon completion of the suspension. Readmission and/or arrangements for any work/assignments missed will be the responsibility of the student and will follow Health Science Division program regulations in the respective handbook.
- 4) Dismissal- termination from the Health Science Division program. Readmission will not be considered.