



# DIPLOMA IN HOSPITAL MANAGEMENT AND HEALTH CARE



**DURATION:** TWO YEARS WEEKEND (4 SEMESTERS)

**ELIGIBILITY:** Bachelors degree in medicine (MBBS /BAMS/BHMS/BDS) or equivalent or Allied recognized by the university or Degree in Nursing (recognized by the university) or B.Sc. /D.M.L.T or B.PT/ Occupational Therapy/ Speech Therapy (recognized by the university) or Bio Medical Engineering (recognized by the university) or Medical Social Worker after graduation (recognized by the university) for the above experience in hospital not required. Graduate in any discipline from recognized university with one year experience in healthcare field/ hospital.

**ADMISSION PROCEDURE:** WRITTEN TEST FOLLOWED BY AN INTERVIEW

## OBJECTIVE:

To impart the training in the field of hospitals to the people already working in the field of Hospital/ Health care management and the graduates from various disciplines who intent to make the career in the field of Hospital and Health Care Management.

**JOB OPPORTUNITIES:** The job opportunities are at the various departments:

Front office, Billing, Accounts, Finance, Management Information Systems, HR, Materials Management, Logistics, Documentation, Marketing, Work flow, Maintenance, Housekeeping, Patient Service and Relationship Management at various levels in Hospital and Public Health System.



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## COURSE CONTENTS:

### SEMESTER 1

- Health Policy and Administration
- Organization and Administration of Clinical Services
- Organization and Administration of Supportive Services
- Human Resources Management
- Principles of Management
- Information Technology Part 1

### SEMESTER 2

- Health Planning and Medical Education
- Health Economics
- Finance Management and Principles of Accounting
- Social Services in the Hospital
- Introduction to Organization Behavior
- Business and Labor Law
- Internship

### SEMESTER 3

- Information Technology Part 2
- Research Methodology and Bio-Statistics
- Quality Management in Health Care
- Materials Management
- Medical Epidemiology & Human Genetics Medico-Legal Aspects of Hospital & Health Care
- Internship

### SEMESTER 4

- Hospital Planning
- Management of National Health Programme
- Marketing Management and Marketing of the Health Services
- Financing of the Health Services
- Project Work
- Development of Managerial Skills