

Dear Potential Master of Healthcare Administration Student,

The Master of Healthcare Administration (MHA) program requires that students applying for admission to the MHA program meet specific, minimum criteria in order to enroll in the MHA program.

Potential MHA students must meet either Option 1 or Option 2 below, to enroll in the program:

Option 1: Students are eligible to enter the MHA program if they are currently working a minimum of 20 hours per week (0.5 FTE) within a healthcare organization (resume should be submitted as part of the pre-admission packet).

Examples of a healthcare organization may include but is not limited to a large health system, hospital or clinic; healthcare service provider; health insurance company; or larger, long-term care facility. Questions regarding employment or organization type may be directed to Dr. Mike Freel, Healthcare Program Director.

Option 2: If a student is not currently employed at least part-time (0.5 FTE) with a healthcare organization, they may alternatively provide the University with a Letter of Commitment (LOC) from an organization within the healthcare industry that agrees to support the student throughout the completion of the degree major.

The purpose of the LOC is to ensure that the student has ample access to the people and information necessary to complete course assignments and eventually, their cumulative capstone project.

It is the student's responsibility to secure the LOC and ensure that an agreement with a healthcare industry organization remains in place throughout the duration of their program.

Steps to complete the process for securing a letter of commitment:

1. Print the Letter of Commitment for the MHA program.
2. Meet with the healthcare organization liaison that you plan to use for the agreement, secure their commitment, and provide their information on the form. Your liaison must be at the Director level (or equivalent) or above.
3. Complete all information sections of the MHA Letter of Commitment.
4. Scan and email the completed form to your admissions counselor's email address.

OR Email the completed form to the Graduate admissions department at graduateenrollment@bellevue.edu

OR Mail the completed form to:

Attention: *(Insert your admissions counselor name)*, Graduate Admissions Counselor
Bellevue University
1000 Galvin Road South
Bellevue, Nebraska 68005

This information will become a part of your admission packet. Please remember to consider mail time when completing the application process if mailing rather than faxing the information.

Please contact Dr. Mike Freel, Healthcare Program Director, at 402-557-7121 or mike.freel@bellevue.edu for any questions specifically related to the Letter of Commitment.



ORGANIZATIONAL LETTER OF COMMITMENT

Bellevue University Master of Healthcare Administration (MHA) Program

Bellevue University's Master of Healthcare Administration program requires part-time employment (20 hours per week or .5 FTE) in the healthcare industry as a requisite for program enrollment. We also recognize that healthcare is a dynamic industry and not all students work part-time while going to school.

To accommodate students wanting to complete a healthcare administration degree, students who do not meet the employment criteria for enrollment are allowed a second option to fulfill enrollment requirements. This involves securing a sponsoring organization for the duration of the MHA program. This is a commitment made between the organization and the student and establishes a relationship between the two for the duration of the program.

Regarding the Letter of Commitment, the student and organization agree that:

- The student shall in good-faith complete all program assignments, on time. Assignments require application of the healthcare setting to their course studies. Should a student drop a course or withdraw from the program, the student shall notify the organization.
- Assignments that require healthcare knowledge shall be done in collaboration with their sponsoring organization.
- Any confidentiality agreement or necessary requisites for data to be shared shall be honored as requested by the organization. This agreement shall be between the organization and the student, independent of Bellevue University. *No confidential or patient-related information will ever be requested to be used in any assignment in the MHA program.*
- The organization agrees to allow the student access to supportive individuals and information in order to complete assignments. Access to information is at the discretion of the organization.
- The organization shall secure a designated '*liaison*' for the student. This does not need to be a formally structured relationship of established meetings, but at a minimum includes a point-person within the organization that the student may go to for questions related to healthcare, knowledge of the healthcare industry or requests for information needed to fulfill course assignments. The liaison shall be at the Director level or above within the organization, with responsibilities of direct reports, budgetary responsibilities, and knowledge of general organizational operations.

This is NOT to be considered a clinical relationship or internship. The role of the liaison is to introduce the student to the appropriate personnel who might engage with the student and provide pertinent information and insight into their respective area of expertise. The time commitment of the organization liaison will be minimal. Here are some examples:

- In a course on healthcare finance, the student may request help contacting a senior-level leader regarding financial aspects of the organization such as forecasting, budgeting and trends in the healthcare finance environment.
- Healthcare leadership is dynamic and contextual. Students are required to interview a senior-level leader regarding leadership styles and the impact on leadership effectiveness. The liaison may help provide the introductions.

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- Operations are critical for healthcare organizations to maintain effectiveness and efficiencies. Students will be assessing operational functions within their respective healthcare organizations. The liaison may have insight into whom to approach regarding operations.
- The culminating project within the MHA program is the capstone project. In this course, students will be assessing a problem or issue affecting organizational and/or administrative outcomes. Ensuring that the student has access and support to complete this capstone project is critical to their success and contributes valuable information back to the organization. The liaison may have good ideas or suggestions for possible capstone topics.

Anyone with questions about the role of the liaison is encouraged to contact the Graduate Admissions Office or Dr. Mike Freel, Healthcare Program Director.

To be completed by the organization

Liaison Information (must be Director level or above):

Name _____ Title _____

Organization Name _____

Organization Website _____

Liaison Email _____ Liaison Contact Number (_____) _____

Student Name _____ Date ____/____/____

Student Contact Number (_____) _____

