



## EMHA Program Frequently Asked Questions

**Q: What is the EMHA mission statement and who is the program designed for?**

**A:** The mission of the UNLV Executive Master of Health Care Administration program is to provide high quality education to prepare mid-level professionals from Nevada and around the nation to lead, manage and improve the delivery of health care as senior executives and to provide service within and outside the university that supports the needs of the profession and community. Program applicants are required to have a minimum of 3 years of management or administrative experience **in any field**, or 5 years of clinical experience (RNs, lab technicians, RDs Occupational Therapists, etc.) or a terminal clinical degree in healthcare (MD or PharmD) with practice experience, or a JD. All candidates must have, at a minimum, a bachelor's degree in any field, to be considered.

**Q. How many credit hours is required for the EMHA Program and is a thesis required?**

**A:** The EMHA Program is 40 credit hours, including a 3-credit capstone project. No thesis is required.

**Q: How is the EMHA Program different from the MHA Program?**

**A:** The MHA offers on-ground and online courses, and requires a total of 45-48 credit hours for graduation. It is intended for applicants with Bachelor's degrees in any field with little or no work experience of any kind. The additional course work required for the MHA that is not part of the EMHA is: Biostatistical Methods in Health Sciences (EAB 703), an Internship (HCA 793), and one approved elective. The MHA Program uses traditional lectures and textbooks, among other learning methods within the program, and uses exams, quizzes and other assessments to test knowledge. Students have the option in the MHA of taking a thesis (48 credits) or non-thesis (45 credits) track. The EMHA Program's curriculum is closely tied to current issues in healthcare, incorporating real-world discussions and media, allowing students to engage in learning activities with other health care professionals, and build stronger professional networks. It is less dependent on traditional text book learning and assessments, and incorporates debates, case studies, self and peer assessment processes.

**Q: When is the EMHA offered, and what is the duration of the EMHA Program?**

**A:** New cohorts will start in Fall and/or Spring, per program demand. The program is designed to be completed in 24 months and assumes that students complete at 3 classes per semester and 2-3 classes during summer session (if available). If students decide to go part time then program duration will vary.

**Q. Is this a hybrid executive program?**

**A:** The program begins in the first semester with a concentrated 2-day immersion program (dates fluctuate and can be provided by contacting the Program Director), which includes a program orientation, online learning platform introduction, course instruction and popular health care industry speakers. The students return at the beginning of their final semester for a second immersion (usually 1-2 days), course instruction, present their Capstone Proposal, and continue valuable networking with peers and faculty. Final Capstone Project presentations will be made on campus at a half-day session at the end of the final semester. All other classes will be fully online, utilizing a variety of technology formats, such as webinars and video conferencing, allowing you to manage your busy work-life schedule, including business travel.

**Q. What courses are required in the program?**

- EMHA 701 - the US Health Care System: Programs, Politics and Policy
- EMHA 702 - Epidemiology for Health Care Managers
- EMHA 703 - Management of Health Care Organizations and Systems
- EMHA 710 - Public Health Fundamentals for Health Care Leaders
- EMHA 716 - Health Care Finance and Accounting
- EMHA 717 - Human Resources Management of Health Care Organizations
- EMHA 718 - Health Care Economics
- EMHA 719 - Operations and Quality Management of Health Services
- EMHA 720 - Information Systems in Health Services Management
- EMHA 721 - Advanced Health Care Finance
- EMHA 730 - Strategy of Health Care
- EMHA761 - Health Care Law & Ethics
- EMHA 778 - Special Topics in Health Care Leadership
- EMHA 779 - Capstone in Health Care Administration

**Q: When should I apply?**

A: August 1 is the deadline for Fall admission, and December 1 is the deadline for Spring admission (when offered).

**Q: How do I access the on-line EMHA application?**

A: Go to the [Graduate College website](#) and click on the “Apply” button.

**Q: What are the application requirements?**

A: 1) Complete the graduate application online and submit application fee. Note: regardless of which documents you have submitted, your application review will not begin until you pay the application fee.  
2) Provide 3-5 letters of recommendation, at least one from your current or most recent employer. (When you go into the online application, be prepared to provide contact information for the 3-5 people who will provide your recommendation letters. *A minimum of 3 recommendations are required, and should be in Microsoft Word, on letterhead of the organization your recommender represents, and should be signed, with contact information provided. We suggest that you request more than 3 letters because some people do not respond timely, which prevents our processing of your application.*) UNLV will email your recommenders a link directly to complete the recommendation. Please advise your references that using Firefox, Safari or Google Chrome yields the best result in submitting these letters. *(The use of Internet Explorer is not advised.)* We cannot accept letters directly from applicants.  
3) Provide your unofficial (electronic) under-graduate transcripts and any graduate transcripts, if applicable. Upload unofficial transcripts to your application while you are waiting for your official transcripts to be sent to the Graduate College. This will speed application processing.  
3) Provide a resume and a personal statement (more information below).  
4) Participation in a personal interview may be required at the discretion of the department.  
5) The TOEFL (Test of English as a Foreign Language) must be taken by international applicants unless they have an undergraduate degree from an accredited U.S. institution. A min. score of 85 is required, but is subject to change. Please contact the Graduate College if you require more information.

**Q: Are there minimum GPA requirements for my under-graduate degree to be eligible to apply?**

A: A GPA of 3.0 or greater is preferred for applicants applying to the EMHA Program. Students with lower GPAs may be considered if they have substantial work experience and excellent recommendation letters that are believed to compensate for a lower GPA, particularly if the under-graduate degree was taken many years ago.



**Q: What should be included in the personal statement?**

A: Provide a brief summary of:

- Why you selected your under-graduate major
- Your work history since graduating from college – positions, responsibilities, what you found challenging, and what you most enjoyed about the work
- Why you want to pursue a graduate degree at this stage in your career
- What you believe you bring to the program and to other students in terms of your experience and unique perspectives
- Why you believe that UNLV is a good fit for you
- What you would like to do from a career perspective once you complete your EMHA, and what you believe that you can contribute to the healthcare industry as a senior leader
- Any other information that you believe will differentiate you as a candidate for the program.

*Make sure that this statement reflects any special experiences, qualities, hobbies, talents, volunteer work, adversity you have faced, etc., so we understand the unique attributes that you will bring to the MHA student body.*

**Q: If an interview is required for me, how is the interview structured?**

A: At least two administrative or faculty members of the HCA Department may meet with you in-person or via Skype/Google Meet. We would like to understand both your personal goals for the program and what your career aspirations are. Consider this an informal career discussion, as we want you to get as much out of the process as we do, and we strive to answer all of your questions.

**Q: How much will the program cost?**

A: The program cost can be estimated [here](#). It is approximately \$35,000 for in-state residents, excluding travel expenses (if you live outside of Las Vegas), and the cost of required texts (although, these are minimal). For out-of-state students, the university charges an additional non-resident fee of \$137.50/credit. Fees include graduate student tuition of approximately \$274.50/credit hour, program fees of \$150/credit hour, differential fees of \$400/credit hour, and other miscellaneous fees including technology fees, etc. *All program costs are subject to annual approved fee increases based on Board of Regent approvals, and are subject to change.* Most students cover the costs of this program with a combination of employer funds, personal savings, family contributions and/or student loans. Completing an online FASFA application at the time of your graduate application submission will allow you to know early how much you can count on in terms of federal student loan funding. The federal government provides more than \$150 billion annually in grants, work-study and loans to eligible students. Higher income applicants are generally eligible for loans, as well, so it is a good idea to complete the free application regardless of income level, which requires your most return tax return information and can be done [online](#). Only students who complete the FASFA, regardless of whether or not they accept the loans, will be eligible for program scholarships. Check with UNLV financial aid relative to policies around tuition reimbursement paid by employers and payment schedule options for the EMHA Program.

**Q: Is this a Grant-in-Aid (GIA) eligible program?**

**A:** Employee of UNLV and their dependents may be eligible for GIA, which includes reimbursed or supplemented tuition. GIA students should check with the Cashier's Office regarding estimated costs. In general, graduate tuition credits are covered by GIA, but the EMHA Program Fees and Differential Fees are not covered, and must be paid from savings, loans, scholarships or employer contributions.

**Q: If I am a current MHA student interested in transferring to the EMHA because I meet the experience requirements, what do I need to know about the transfer policy and process?**

**A:** You must be an MHA student who is in good standing; you should discuss the transfer with your advisor and the Graduate Programs Director. Any supporting documents that you supplied for your MHA application will generally transfer over (transcripts, recommendation letters, etc., if they have been retained in your file). If you have not yet taken the GRE, it is not required for the EMHA Program. Up to 15 credits from the MHA Program can be transferred and you will need to submit these credits on your Degree Worksheet, with the Degree Audit Companion form so that you are eligible for graduation.

**Q: If I am applying to the EMHA and I have graduate healthcare courses from another institution, will I receive transfer credit?**

**A:** Generally, up to 15 total credits of 500-level courses and above can be transferred into the EMHA Program from a comparable program at a regionally accredited university. (Note: this is not in addition to MHA transfer credits from UNLV). You must provide course syllabi and an official transcript that show a grade of B or better (no Pass/Fail courses are eligible), so that the applicable courses may be formally evaluated. Courses will be reviewed by department faculty to determine if they are directly applicable to the EMHA curriculum, prior to transfer credit being granted. Note: no graduate classes that were used to complete a granted graduate degree can be used to gain credit for a second degree, per university policy. You must complete a Transfer Credit form, and you must include on the Degree Audit Companion form when you submit your Degree Worksheet for graduation review at the end of your first semester, to have credits applied to your graduate degree.

**Q: I have been out of school for many years, or didn't complete accounting and economics classes as part of my under-graduate program. Will I be able to successfully complete ECHA 716, 718, 721 (Finance and Accounting classes) and how can I best prepare for these?**

**A:** UNLV is committed to making your return to school a success. Below is a list of a couple of textbooks, available from on-line retailers that will be very helpful as you get ready to embark on your graduate studies. Taking some time now to familiarize yourself with foundational concepts will prove really helpful when you dive into the following classes:

**Principles of Microeconomics, (11th Edition).**

By Karl E. Case, Ray C. Fair, and Sharon E. Oster

ISBN-13: 978-0133024166

**Accounting Fundamentals for Health Care Management, (2<sup>nd</sup> Edition.)**

By Steven A. Finkler, David M. Ward, and Tad D. Calabrese

ISBN – 13: 978-1449645281



**Q: How can I continue to gain industry knowledge and develop professional networks while I am in the EMHA Program?**

**A:** The following industry associations offer both professional and student memberships, along with volunteer opportunities. If you are seeking to develop more executive level relationships and continue your industry learning beyond college and your work environment, these association relationships can be powerful.

- [American College of Healthcare Executives](#) (ACHE) – also provides an extensive national job board and offers the Fellow designation (FACHE), which is board certification as a health care executive, and highly regarded for C-Suite executives in healthcare.
- [Health Care Financial Management Association](#) (HFMA)
- [American Health Information Management Association](#)
- [American Association of Healthcare Administrative Management](#)
- [Health Care Administrators Association](#)

**Q: Is health insurance mandatory for graduate students?**

**A:** Students who are admitted into a graduate program and are enrolled in nine credits or more (regardless of the course level) in a semester, will automatically be billed for student health insurance. It is incumbent upon those students who already have health insurance to complete the UNLV online waiver to waive out of the UNLV student health insurance. This form is usually available online within 30 days of semester start dates. Once approved, a health insurance waiver is good for one academic year. Please review information for insurance waiver at: <http://www.unlv.edu/graduatecollege/current/healthinsurance>

**Q: Are immunizations required?**

**A:** Please visit the [Graduate College Immunization Requirements](#) page.

General: For any other graduate student policies, please refer to the [current Graduate Catalog](#).

**Q. Who should I contact if I have further questions about the program or my candidacy?**

**A.** Please contact Erin Rosenberg, Graduate Programs Director at [erin.rosenberg@unlv.edu](mailto:erin.rosenberg@unlv.edu) or at 702-895-4554.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*