

Health Administration Student Association

Summer Reading for incoming MHA Class of 2013



For your convenience, this “suggested” booklist can serve as your personal prep as an incoming UF MHAer! You won’t be tested on their content©. Those of you who don’t have a health care background will find these books particularly useful, and for those who do, they will serve as a refresher. The list is divided into categories to make it easier for you to pick books to enhance knowledge in an area of your choosing. The “Hotlist” are popular texts being read by health care executives today. All books are below \$20 in cost (used).

Happy Reading!

HEALTH CARE MANAGEMENT & LEADERSHIP

- [101 Answers to Questions Leaders Ask](#) by Quint Studer
- [Opportunities in Hospital Administration](#) by I. Donald Snook
- [The Indispensable Health Care Manager: Success Strategies for a Changing Environment](#) by Wendy Leebov & Gail Scott

UNDERSTANDING HEALTH CARE AND THE HEALTH CARE SYSTEM

- [The U.S. Health Care Delivery System: Fundamental Facts, Definitions and Statistics](#) by Kim Garber
- [Your Money or Your Life: Strong Medicine for America's Health Care System](#) by David Cutler
- [Health Care Reform and American Politics: What Everyone Needs to Know](#) by Lawrence Jacobs and Theda Skocpol

QUANTITATIVE PREP

- [Finance and Accounting for Nonfinancial Managers: All the Basics You Need to Know](#) by Will Droms & Jay Wright
- [Essentials of Accounting \(9th Edition\)](#) by Robert Anthony and Leslie Breitner
- [Statistics \(Cliffs Quick Review\)](#) by David Voelker, Pete Orton and Scott Adams

THE HOTLIST FOR EXPERIENCED HEALTH ADMINISTRATORS

- [The Checklist Manifesto: How to Get Things Right](#) by Atul Gawande
- [Management Lessons from Mayo Clinic: Inside One of the World's Most Admired Service Organizations](#) by Leonard Berry and Kent Seltman
- [The Best Practice: How the New Quality Movement is Transforming Medicine](#) by Charles Kenney
- [Beyond Implementation: A Prescription for Lasting EMR Adoption](#) by Heather Haugen, J. Woodside, Inbal Vuletich, and Greg Davis

List of [Health Care Acronyms](#) from the Main Line Health System

The language of health care is spoken using acronyms; this is a list of the important ones.

Every profession has a professional association, ours is the [American College of Healthcare Executives \(ACHE\)](#). Visit their website, and learn a little about them, you’ll be hearing about them a lot.