

Course	HLTH 5050: Financial Management in Health Administration											
Term	Fall 1, 2009											
Instructor	Lorraine Gilbertson 816-478-6604 gilbertl@webster.edu											
Catalog Description	This course emphasizes the managerial aspects of health administration finance that managers need to understand in order to interact with the financial and budgeting systems. The course offers a brief review of different types of accounting systems in health administration. The impact of third-party reimbursement policies are described, including managed care and prospective payment systems. Cost behavior and cost analysis are examined as a part of these payment systems. Budgeting and internal control, including auditing concepts and techniques are introduced as helpful management control techniques.											
Prerequisites	Understanding of accounting principles or accounting courses											
Course Level Learning Outcomes	<ul style="list-style-type: none"> • Students will be able to differentiate among different types of accounting systems • Students will be able to describe different third party reimbursement methods • Students will be able to project the relationship of cost behavior to the various systems of reimbursement • Students will be able to construct an operating budget from projected revenues and projected expenditures 											
Materials	Required textbook Cleverley, W. and Cameron, A. <u>Essentials of Health Care Finance</u> 6 th edition, ISBN 0763742368. The book may be obtained through MBS Direct Books at 1-800-325-3252 or www.mbsdirect.net .											
Grading	<table border="1"> <tr> <td>Midterm Exam</td> <td>30%</td> </tr> <tr> <td>Final Exam</td> <td>30%</td> </tr> <tr> <td>Project</td> <td>30%</td> </tr> <tr> <td>Assigned problems/cases</td> <td>10%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </table> <p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> • A/A– Superior graduate work • B+/B/B– Satisfactory graduate work 		Midterm Exam	30%	Final Exam	30%	Project	30%	Assigned problems/cases	10%	Total	100%
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	<ul style="list-style-type: none"> • C Work that is barely adequate as graduate-level performance • CR Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. • F Work that is unsatisfactory • I Incomplete work • ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. • IP In progress • NR Not reported • W Withdrawn from the course
Activities	<ul style="list-style-type: none"> • Lecture and discussion • Exams • Term paper • Presentation • Assigned homework • Other activities deemed appropriate by instructor
Policy Statements: University Policies	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services</p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances</p> <p>Since every student is entitled to full participation in class without</p>

	<p>interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained</p> <p>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project</p> <p>Contact Hours for this Course</p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>															
<p>Course Policies</p>	<p>Attendance is required. If you must miss a class, get advance approval from the instructor whenever possible. You will also be required to complete and submit all assigned work for the week in writing.</p> <p>A penalty will be applied to any late assignment or exam unless approved by the instructor in advance.</p>															
<p>Weekly Schedule</p>	<p>The schedule below presents an approximate expectation of course progress. The instructor reserves the right to add, delete, or modify any weeks of this schedule. Any changes will be announced in class. All assignments must be completed in typewritten format.</p> <table border="1" data-bbox="443 1360 1388 1950"> <thead> <tr> <th>Week</th> <th>Topic and Chapter</th> <th>Assignments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <ul style="list-style-type: none"> Chapter 1: Financial Information and the Decision-Making Process Chapter 2: Billing and Coding for Health Services </td> <td> <p>TBA</p> <p>Due Beginning of Class Week 2</p> </td> </tr> <tr> <td>2</td> <td> <ul style="list-style-type: none"> Chapter 3: Financial Environment of Health Care Organizations Chapter 4: Legal and Regulatory Environment </td> <td> <p>TBA</p> <p>Due Beginning of Class Week 3</p> </td> </tr> <tr> <td>3</td> <td> <ul style="list-style-type: none"> Chapter 5: Revenue Determination Chapter 6: Managed Care </td> <td> <p>TBA</p> <p>Due Beginning of Class Week 4</p> </td> </tr> <tr> <td>4</td> <td> <ul style="list-style-type: none"> Chapter 7: General Principles of Accounting </td> <td> <p>TBA</p> <p>Due Beginning of Class Week 4</p> </td> </tr> </tbody> </table>	Week	Topic and Chapter	Assignments	1	<ul style="list-style-type: none"> Chapter 1: Financial Information and the Decision-Making Process Chapter 2: Billing and Coding for Health Services 	<p>TBA</p> <p>Due Beginning of Class Week 2</p>	2	<ul style="list-style-type: none"> Chapter 3: Financial Environment of Health Care Organizations Chapter 4: Legal and Regulatory Environment 	<p>TBA</p> <p>Due Beginning of Class Week 3</p>	3	<ul style="list-style-type: none"> Chapter 5: Revenue Determination Chapter 6: Managed Care 	<p>TBA</p> <p>Due Beginning of Class Week 4</p>	4	<ul style="list-style-type: none"> Chapter 7: General Principles of Accounting 	<p>TBA</p> <p>Due Beginning of Class Week 4</p>
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	5	Mid-Term Examination	
	6	<ul style="list-style-type: none"> • Project Presentations • Chapter 8: Financial Statements • Chapter 9: Accounting for Inflation 	TBA Due Beginning of Class Week 7
	7	<ul style="list-style-type: none"> • Project Presentations • Chapter 10: Analyzing Financial Statements • Chapter 11: Financial analysis of Alternative Health Care Firms 	TBA Due Beginning of Class Week 8
	8	<ul style="list-style-type: none"> • Project Presentations • Chapter 12: Strategic Financial Planning 	TBA Due Beginning of Class Week 8
	9	Final Examination	Project Papers Due Beginning of Class Week 9
<p>Project: Any major issue involving health care, for example the need for a new program or changes to an existing program.</p> <ol style="list-style-type: none"> 1. Specify why the new program, change to an existing program, or elimination of an existing program is needed. 2. Include how long it will be needed. 3. Include both advantages and disadvantages. 4. Include how funding will be raised. If new taxes are involved, specify which existing taxes should be reduced to remain tax neutral. 5. Include a conclusion and recommendation. If reducing waste is involved, be very specific on how it will be reduced and how savings will be measured. 6. Your own analysis is by far the most important part of the paper. 7. Credit sources within the body of the paper. You can include the entire citation or simply reference the source in the bibliography. 8. The paper should be no longer than 10 pages, double-spaced, plus a bibliography. In addition, you may include as many exhibits or attachments as you wish. 9. Students will give a brief presentation, 10-15 minutes, of their projects in the classroom. 10. Optional: Students may work in groups of 2-3 members, in which case the length of the paper and presentation will be longer, in proportion to the number of group members. 			
Additional Information	Each student needs a Connections account. Outside the classroom communications will be conducted through Connections. We will discuss this requirement the first week of class.		

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