Financial Management in Health Administration

HLTH-5050

F1 2021  Section 01  3 Credits  08/16/2021 to 10/15/2021  Modified 08/03/2021

Meeting Times

Lectures, Problem Solving and Discussions

Tuesday, 5:30PM to 9:30PM

Contact Information

Adjunct Faculty: Gregory C. Stevenson

Email: gstevenson71@Webster.edu or Gstevenson2056@gmail.com

Phone: 314-607-3462 before 10:00pm

Description

This course emphasizes the managerial aspects of health administration finance that managers need 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 part of these payment systems. Budget and internal control, including auditing concepts and techniques are introduced as management control techniques.

Outcomes

Course Learning Outcomes

- 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

Competencies

- Financial - Analyze and interpret financial information
- Health Policy - Define the operational and economic impact of select health policies on the delivery of health care services

Required Textbook

Essentials of Health Care Finance

Author: Cleverley & Cleverley
Publisher: Jones & Bartlett
Edition: 8th
## Deliverables

## Evaluation

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>Superior graduate work</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>Satisfactory graduate work</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>Work that is barely adequate as graduate level performance</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 70%</td>
<td>Inadequate work</td>
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</tbody>
</table>

### Criteria

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>20%</td>
<td>Students will take a quiz on materials from the assigned reading</td>
</tr>
<tr>
<td>Exams</td>
<td>35% each</td>
<td>The midterm and final exams may be open books &amp; open notes or take-home</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
<td>Based upon weekly discussion of Chapter &amp; quiz materials</td>
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## Schedule

<table>
<thead>
<tr>
<th>When</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture-Week 1</td>
<td>Introduction to Healthcare Financial Management</td>
<td>This session provides an overview of course content and describes how the course is structured. The discussion of the health care environment helps put the course content in context. Assignment: Chapters 1, 2, &amp; 3</td>
</tr>
<tr>
<td>08-17-2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 PM – 9:30 PM</td>
<td></td>
<td></td>
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<tr>
<td>Webster &amp; WebEx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture – Week 2</td>
<td>08-24-2021</td>
<td>5:30 PM – 9:30 PM</td>
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<tr>
<td>Lecture – Week 3</td>
<td>08-31-2021</td>
<td>5:30 PM – 9:30 PM</td>
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<tr>
<td>Lecture – Week 4</td>
<td>09-07-2021</td>
<td>5:30 PM – 9:30 PM</td>
</tr>
<tr>
<td>Lecture – Week 5</td>
<td>09-14-2021</td>
<td>5:30 PM – 9:30 PM</td>
</tr>
<tr>
<td>Lecture – Week 6</td>
<td>09-21-2021</td>
<td>5:30 PM – 9:30 PM</td>
</tr>
<tr>
<td>Lecture – Week 7</td>
<td>09-28-2021</td>
<td>5:30 PM – 9:30 PM</td>
</tr>
<tr>
<td>Lecture – Week 8</td>
<td>Management Control/Budgeting Final Examination Review</td>
<td>This session will focus on planning, budgeting and variance analysis Final Examination Review</td>
</tr>
<tr>
<td>Lecture – Week 9</td>
<td>Final Examination</td>
<td>In our final class session We will review questions as needed to take a Final Examination</td>
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</tbody>
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*Course Policies*

How to be Successful in HLTH-5050

Financial Management in Health Administration

**Attend every class**

We only meet 9 times for four hours. Have a note buddy lined up in case of emergency (knock on wood). Make sure you obtain handouts and worksheets. Similarly, due dates do matter.

**Get involved**

Learning is not a “spectator sport.” Ultimately, you are responsible for the learning process. We’ll talk, read the text, do activities but you need to be engaged to learn the ideas and how to apply them.

**Practice**

To succeed in this class you will need to go beyond memorization. Yes, there are some definitions that need to be very precise and memorization may help. But…. the course presumes that you can apply, analyze, synthesize, and evaluate situations based on the concepts being covered.

**Read the textbook**

Actively read the chapters for each class before class meets. Class time cannot replace reading the textbook. Read, attend, and review = visiting the material at least three times. The more visits the better.

**Ask questions**

While we try our best, teachers have not yet perfected reading minds.

**Multitasking** The myth of multitasking: Regardless of age, none of us multitasks as well as we think we do.

Research tells us so. (There is a direct correlation between multitasking and lower scores.) “But, all these other things are important or interesting or make it feel like we are accomplishing something.” Any or all may be true, but why not get the most out of your time and tuition? Participate in group activities. This is a group learning environment; the more people participate the more everyone will get out of the class. Remember, there’s always more to learn in this field.

**Blackboard**

Login regularly. Announcements, handouts, discussions, and more will occur in the course’s Blackboard page. Ask questions. Mail the teacher.
****** 3 SIMPLE ways to get more from a course ******

Take notes

A simple way to retain more. During class and while reading the textbook, taking notes more actively involves you in the material, helps to focus, and helps to retain new material.

Take notes by hand

“But, we’re computer people!” True, we are, but wouldn’t you want to get more from your notes? While typing may work ok for some people, research shows that writing by hand can improve retention and learning.

Review

Want to get even more from the class? Look at your notes, textbook, and homework during the week between class meetings. A couple of short review sessions are more effective than one long review session. A couple of short review sections have got to be better than no review at all!

Learning requires involvement by both teacher and student. Jump on board.

Take charge of being successful in Financial Management in Health Administration.

Institutional Policies

Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The academic policies and information section of the catalog contains important information related to attendance, conduct, academic honesty, grades, and more. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

http://www.webster.edu/catalog/current/undergraduate-catalog/

Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The academic policies section of the catalog contains important information related to conduct, academic honesty, grades, and more. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

http://www.webster.edu/catalog/current/graduate-catalog/

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate

http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading

Graduate

http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades
Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

Grade Appeals

Instructors are responsible for assigning grades, and students should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others’ work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University’s Academic Honesty Policy is published in academic catalogs:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html
(https://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html
(https://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

http://www.webster.edu/arc/plagiarism_prevention/ (http://www.webster.edu/arc/plagiarism_prevention/)

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics
(https://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/ethics.html (http://www.webster.edu/catalog/current/graduate-catalog/ethics.html)

Contact Hours for this Course

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, the content must be covered at another time.

Important Academic Resources
Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu.

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit www.webster.edu/arc or Loretto Hall 40 on the main campus for more information.

Student Success Portal

Webster University’s Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at http://www.webster.edu/success/students.html.

University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University’s worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is http://library.webster.edu. For support navigating the library's resources, see http://libanswers.webster.edu/ for the many ways to contact library staff.

Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html
Graduate
http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html
Academic Calendar - http://www.webster.edu/academics/academic-calendar/

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the “Tuition, Fees, and Refunds” section of Webster’s Academic Catalogs:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html
Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

http://www.webster.edu/student-handbook/

Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

http://www.webster.edu/sexual-misconduct/

Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

http://www.webster.edu/irb/index.html

Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information

Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

http://www.webster.edu/technology/service-desk/

WorldClassRoom

WorldClassRoom is Webster’s Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

https://worldclassroom.webster.edu/

Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit: