

HCA 545: Financial Management of Healthcare Organizations
Course Syllabus Fall Semester 2003

Western Kentucky University
School of Health and Human Services
Graduate Program in Health Care Administration

Instructor Information

Dr. Patricia Minors
Office Location: 408-D STH (Science & Technology Hall)
Office Hours: Monday – Wednesday, 1:30 – 5:30 pm
Tuesday – Thursday, 1:30 – 2:30 pm
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Student Schedule

Weekly appointment scheduled for Monday
Location: Room 408D

Disability Policy:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services (OFSDS), Room 445, Potter Hall. The OFSDS telephone number is (270) 745-5004. You must have a letter of accommodation from the OFSDS prior to requesting an accommodation from the professor.

Course Description

Foundations of financial practices in healthcare organizations. Topics include of the fiscal environment, financial statement analysis, managerial accounting, risk, short and long-term financing, capital investments, and asset management.

Course Objectives

By the end of the course, the student should be able to:

1. Analyze theoretical foundations that apply to quality and accountability requirements in the healthcare industry.
2. Define the common terminology related to quality and process improvement.
3. Interpret Joint Commission on Accreditation of Health Care Organizations (JCAHO) and National Committee on Quality Assurance (NCQA) standards and directives pertinent to quality and process improvement.
4. Evaluate the effectiveness of a quality/process improvement program.
5. Analyze, interpret, and evaluate current processes and procedures as well as future trends associated with quality and accountability in the health care environment.

Course Pre-requisites

ACCT 200 & 201, OR BA 505, or appropriate background.

Methodology

A combination of instructional teaching and learning modes will be used including lecture, student presentations, student papers, research, class projects, and interactive participation. Web-based enhancement of learning materials may be included.

Course Expectations and Attendance

Class participation and attendance policy. Student attendance and overall grade achievement are highly

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correlated. Furthermore, student attendance in class is necessary in order to participate in discussions. Student absences will be recorded each class period and will reflect on the student's credit for participation for that class period. Students arriving late will be marked absent. Students marked absent for three or more classes will have their grades adjusted accordingly.

Course Requirements

In addition to attendance and participation, each student's progress and grasp of the course objectives will be measured by the following

- A. Weekly examinations. Each examination is administered at the beginning of each class period. The weekly examination will cover material reviewed from the previous week. Each of the twelve examinations carries equal weight. Students will be permitted to drop two of the twelve scores. There will be no make-up exams for any reason.
- B. Presentations. On occasion, students will present material resulting from the research, article reviews, projects, or assignments. Each presentation will be professional in manner and reflect thorough preparation. Presentations lacking professionalism—reflecting poor preparation, practice, and/or delivery—will be marked down accordingly. Presentations that are read from note cards, prepared scripts, or PowerPoint presentations are unacceptable.
- C. Written assignments. Any written assignments will conform to specific specifications. Details for format, citations, and appearance are available in a separate handout. All papers will conform to the most recent edition of the APA style guide. Deviations from the specified format will not be accepted.
- D. There will be no late assignments. Work that is submitted late will not be accepted.

Academic Integrity

Please be aware that plagiarism will not be tolerated under any circumstances and applies all work prepared for this class such as exams, in-class assignments, homework, and papers.

- Please review the handout entitled "Academic Integrity" for description covering different forms of cheating, especially for papers and other written materials.

Basis for evaluation

Two examinations	40%
Final examination	20%
Research paper and presentation	30%
Class participation	<u>10%</u>
	100%

Text

Fundamental of Healthcare Financial Management, Berger, Jossey - Bass Publishing, Inc.