# "WBUlogo"

VIRTUAL CAMPUS

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

HLAD 5329-VC01, Dynamics of Health Care Finance

# **4. TERM**:

Spring, 2018

# **5. INSTRUCTOR**:

Lloyd L. Cannedy, Ph.D., Professor

# **6. CONTACT INFORMATION**:

Office phone: 940-855-4322

WBU Email: lloyd.cannedy@wbu.edu, or CanCo1@hughes.net

# **7. OFFICE HOURS, BUILDING & LOCATION**:

 Wichita Falls, SAFB Campus, By Appointment

# **8. COURSE MEETING TIME & LOCATION**:

Meeting day & time: Weekly, Monday 12:05 a.m. – Sunday 11:55 p.m. CST, Blackboard, <https://wbu.blackboard.com./webapps/login/>

# **9. CATALOG DESCRIPTION**:

The dynamic process of modern health care facility financial interaction from operational activities, effects on net worth, alternate sources of revenue and expenditure. Analysis of operational ratio fluctuations, financial performance measures, and capital structure. Evaluation of impact and management of changes to costs and benefits from International Classification of Diseases and its Clinical Modification (ICD-10 and ICD-10-CM) and electronic prescriptions (E-Prescribing). Differences between financial management of public and private health care institutions and development of financial plans. Application of finance theory tools such as net present value.

# 10. PREREQUISITE:

None

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

# Students must have Internet Access, Microsoft Word and PowerPoint, and a valid Wayland Email Account

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Basic Tools for Nonfinancial Managers | Baker | 5th | 2018 | Jones & Bartlett | 9781-28411-8216 | 4/24/17 |

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Understand the differences between the two types of accounting
* Be able to follow the annual management cycle
* See how assets, liabilities, and net worth fit together
* Recognize contractual allowances and discounts and their impact on revenue
* Know the distinction between expense and cost
* Distinguish between direct and indirect costs
* Understand the distinctions among fixed, variable, and semi variable costs
* Be able to calculate inventory turnover
* Tie cost to staffing
* Review a balance sheet and understand its components
* Successfully compute ratios
* Understand how to use a present-value table
* Understand and use trend analysis
* Apply inflation factors
* Build an operating budget
* Recognize types of capital expenditure budget proposals
* Perform a sensitivity analysis
* Estimate ending inventory
* Realize what the FDIC does and does not insure
* Compute loan costs
* Recognize a for-profit and a not-for-profit organization
* Describe the strategic planning cycle
* Construct a business plan
* Understand Electronic Health Records

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director.

 **1**. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.

**2**. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Family vacations or functions are not excused absences. Students should make plans to be present for all class activities. No work will be accepted late, nor any Grade of Incomplete given. If the student misses the work a grade of 0 will be awarded that assignment. Unforeseen illness will be handled on a individual basis.

**3**. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.

**4**. Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

Each week the student is required to (1.) read and study the assigned textbook chapters, (2.) visit the Professor’s lecture comments, (3.) view the PowerPoint Slides, (4.) visit and participate in the Discussion Board (5.) work the exercises indicated under Course Content. The weekly exercises are to be completed no later than each Sunday by 11:55 p.m. CDT of the assigned week. The student may find his/her grades weekly by accessing the “grade book” found by clicking the Tools bar in the course menu. The students have a full week to complete the weekly assignments; therefore, **no assignments will be accepted late**. The total average of the weekly assignments will constitute 40% of the final grade.

Two examinations will be given. A mid-term examination will be held the 6th class and a final examination given on the last class. These examinations will not require a proctor. The two examinations will each constitute 20% of the student’s final grade.

An in-depth term paper project, unique to this class and never before submitted for grading in another class, must also be developed on an approved topic, encompassing extensive library and Internet research. This topic will not be fully developed in the text and will require from the student an added level of inquiry and research consistent with collegiate performance. **All papers must be written using the APA style as required by the Wayland Catalog.** A simple compilation of the authoritative works on a subject will be necessary but insufficient to properly complete the project. A thorough analysis of the subject must be made with conclusions developed by the student. The paper should be a minimum of 15 pages and no more than 20, contain a title cover sheet, an Abstract, and a bibliography. This paper is due no later than thetenth week of the scheduled term and will be worth 20% of the student’s final grade. The paper will be submitted through the SafeAssignment submission tab found in the Term Paper section of Course Content.

Grading Scheme for HLAD 5329

Mid-term Examination = 20%

Final Examination = 20%

Term Paper = 20%

Weekly Assignment = 20%

Weekly Discussion Board Participation = 20%

**17.1 Include Grade Appeal Statement:**

“Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

CLASS DATE READINGS CHAPTERS

1 May 28th – June 3rd Introduction to Healthcare Finance

 Four Things the Healthcare Manager Needs to Know About

 Financial Management Systems

 The Digital Age: Changing the Landscape of Healthcare 1 – 3

2 June 4th – 10th Assets, Liabilities, and Net Worth

 Revenues (Inflows)

 Expenses (Ouflows)

 Cost Classifications 4 – 7

3 June 11th – 17th Cost Behavior and Break-Even Analysis

 Understanding Inventory and Depreciation Concepts

 Staffing: Methods, Operations, and Regulations 8 – 10

4 June 18th – 24th Reporting as a Tool

 Financial and Operating Ratios as Performance Measures

 The Time Value of Money 11 – 13

5 June 25th – July 1st Trend Analysis, Common Sizing, and Forecasted Data

 Using Comparative Data

 Operating Budgets

 Capital Expenditure Budgets 14 – 17

6 July 2nd – 8th Midterm Examination

7 July 9th – 15th Variance Analysis and Sensitivity Analysis

 Estimates, Benchmarking, and Other Measurement Tools

 Understanding the Impact of Data Analytics and Big Data 18 – 20

8 July 16th – 22nd Understanding Investment and Statistical Terms Used in

 Finance

 Business Loans and Financing Costs

 Choices: Owning Versus Leasing Equipment 21 – 23

9 July 23rd – 29th Strategic Planning and the Healthcare Financial Manager

 Putting It All Together: Creating a Business Plan That is Strategic

 Understanding Strategic Relationships: Health Care Delivery

 Systems, Finance, and Reimbursement 24 – 26

10 July 30th – Aug 5th Understanding Value-Based Health Care and Its Financial and

 Digital Outcomes

 New Payment Methods and Measures: MIPS and APMs for Eligible

 Professionals

 Standardizing Measures and Payment in Post-Acute Care: New Requirements

 ICD-10 Implementation Continues: Finance and Strategic

 Challenges 27 – 30

 Term Paper Due

11 August 6th – 11th Final Examination

This syllabus is not a binding contract between the Professor and the Student. It is subject to change whenever the Professor deems the change will improve the course.