

Wayland Mission Statement

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

Contact Information

Course: HLAD 5329 VC01 – Dynamics of Health Care Finance

Campus: WBUonline

Term/Session: Summer 2023

Instructor: Dr. John Phelps II

Office Phone Number/Cell #: (806) 445-4134

WBU Email Address: john.phelps@wayland.wbu.edu

Office Hours, Building, and Location: Will meet by appointment and access email 2X daily

Class Meeting Time and Location: Online instruction on Blackboard

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Basic Tools for Nonfinancial Managers</u>	Baker	6 th	2023	Jones & Bartlett	9781-28423-3162

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

Course Information

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.

Prerequisite:

None

Course Outcome Competencies:

- Explain the interrelationship of assets, liabilities, net worth, and electronic health records
- Analyze contractual allowances, discounts, and their impact on revenue
- Examine how to use present-value concepts and trend analysis
- Formulate types of capital expenditure budget proposals and sensitivity analysis
- Examine for-profit and not-for-profit operational differences

Attendance Requirements

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. 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. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session 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. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

University Policies

Statement on Plagiarism and 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.

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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Rick Hammer, hammerr@wbu.edu or call 1-866-547-9192 for 24/7 Blackboard Support.

Student Grade Appeals: 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 to the 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.

Course Requirements and Grading Criteria

1. **Weekly Assignments:** You will be required to participate in completing weekly assignments provided in Bb. The assignments will be completed using Excel unless additional direction is given. Weekly assignments are required to be submitted no later than midnight (Central Standard Time (CST)) on Sunday of the assigned week. There will be **NO Makeups** for the weekly assignments.
2. **Weekly Quizzes:** Quizzes will be assigned weekly. Questions will come from the text according to required reading each week. Students will be required to complete quizzes by no later than midnight (CST) on Sunday of the assigned week. There will be **NO Makeups** for the weekly quizzes. Quizzes in the Course Content tab within the associated session number that corresponds to the week in which the topics are covered. The quizzes will close on the deadline. Ensure that you adhere to all quiz deadlines.
3. **Exams:** There will be two exams, a mid-term and a final covering the course material. Exams can be found in the Course Content tab. The exams will close by the deadline. Ensure that you adhere to exam deadlines.

Requirement	Percent of Grade
Weekly assignments	50%
Weekly Quizzes	20%
Exams	30%

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

Week	Materials Covered
1 Monday 29-MAY-23	Introduction/Syllabus review Part 1: Healthcare Finance Overview (Chapters 1-3) Weekly Assignment Weekly Quiz
2 Monday 5-JUN-23	Part 2: Assets, Liabilities, Revenues, and Expenses (Chapters 4-6) Weekly Assignment Weekly Quiz
3 Monday 12-JUN-23	Part 3: Understanding Costs and Managing Expenses (Chapters 7-10) Weekly Assignment Weekly Quiz
4 Monday 19-JUN-23	<u>Complete Mid-Term Exam</u>
5 Monday 26-JUN-23	Part 4: Reporting and Measuring Financial Performance (Chapters 11-13) Weekly Assignment Weekly Quiz
6 Monday 3-JUL-23	Part 5: Constructing and Evaluating Budgets (Chapters 14-16) Weekly Assignment Weekly Quiz
7 Monday	Part 5: Constructing and Evaluating Budgets (Chapters 17-19)

10-JUL-23	Weekly Assignment Weekly Quiz
8 Monday 17-JUL-23	<u>Final Exam</u> <i>Must be completed NO LATER than Friday, July 21st at Midnight</i> Also, Please Complete Course Evaluation located in Blackboard

Additional Information

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.

Please be sure to ask if you have questions or concerns during this course. Remember that, while you are a student, you are also teaching the class that your education and experiences have taught you.

“This class will adhere to zero tolerance for using someone else’s work as your own.”

“Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.