

**SCHOOL OF BUSINESS**

**SYLLABUS**

1. 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.

2. Course: **HLAD 3329** – VC01 Health Care Financial Management

3. Term: Winter 2017

4. Instructor: Kasandra Lane

5. Office Phone Number and WBU Email Address: (806) 291-1023; kassie.lane@wbu.edu

6. Office Hours, Building, and Location: Weekdays from 8-4 (Plainview, TX, Home office) - best available communication channel will be by email

7. Class Meeting Time and Location: This is an online course; new weeks begin every Monday and end every Saturday at midnight.

8. Catalog Description: Operational knowledge of financial management, theory and practice in the modern health care organization is developed including prospective payment applications, differing third party payer systems, discounted cash flow considerations, long-term debt and refunding analysis, contemporary health care equity financing, capital structure and costs, operational forecasting, short-term financing challenges, alternative analysis of lease financing, merger and acquisition analysis, as well as financial aspects of current risk sharing in the health care industry.

9. Prerequisites: ACCT 2306 or concurrent enrollment.

10. Required Textbook and Resources:

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| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Understanding Healthcare Financial Management | Gapenski | 7th | 2015 | Health Administration Press | 9781-56793-7060 | 3/16/16 |

11. Optional Materials: NONE

12. Course Outcome Competencies:

 Upon completion of this course the student should be able to:

* Contrast the alternative approaches to prospective payment based on managed care and their influences upon the financial characteristics of health facilities.
* Recognize the advantage and disadvantages of differing capital structures for investor owned, non-profit, and government health facilities.
* Analyze the operating cycle of a health facility and develop remedial actions for improvement.
* Convert financial statements to a cash flow consideration, employing present value, initial rate of return, and payback evaluations.
* Develop operational forecasting techniques for critical care as well as routine medical and surgical delivery.
* Recognize productive merger and acquisition activities and the financial implications of such considerations.
* Identify and evaluate risk sharing techniques, diversification alternatives and trade off options in health facility financing.
* Distinguish the values in financial ratio analysis for differing types of health facility designs.

13. Attendance Requirements: This is an online course; however, attendance means everything. In order to be successful, you need to login every day to check up on discussion posts by your classmates, announcements posted to update you coursework, and to ensure you have completed all required assignments. Class attendance for Virtual Campus is accounted for by students reading class requirements, actively posting class homework requirements, and replying to responses submitted by other students.  This course room activity occurs in the Discussion Board for each class week.  If you must be absent for any legitimate reason; i.e., you are providentially hindered due to work requirements, illness, or emergency—you must contact the instructor and advise or explain.  The instructor will determine a makeup plan for missed class work.  Three absences (25% of the 11-week period) will constitute course failure.  If you anticipate excessive absences, you should consider withdrawal according to WBU’s policy.  An unexcused absence reduces grade average.

14. 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.

15. 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.”

16. Course Requirements and Grading Criteria:

Students will be required to complete discussions and homework problems weekly. Reviews will be provided in order to prepare each student for their unit exams.

1. **Weekly Discussion Posts:** You will be required be required to complete three (3) discussion questions using the Blackboard as assigned in accordance with the syllabus.  Discussion questions are required to be posted no later than midnight (Central Standard Time (CST)) on Wednesday of the assigned week.  Additionally, each student is required to reply to the responses of at least two other students no later than midnight (CST) on Saturday of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
	1. **Initial Discussion Posts:** These posts must be a minimum of 5-7 sentences in length. You must use textual evidence to support your response.
	2. **Response to Peers:** These posts must be a minimum of 3-5 sentences to receive credit.
2. **Homework Assignments:** Homework will be assigned weekly. Questions will come from the self-test questions throughout each chapter. Each question that is assigned will be noted in the syllabus and in the course content tab in blackboard. Students will be required to prepare a word document stating which question (along with the page number) they are answering, along with their prepared response. Once completed, students will need to submit their assignment in blackboard in SafeAssignment.
3. **Exams:** You will be completing 2 exams throughout the length of the course. Students may use the textbook for the exams. These dates will be posted in the tentative schedule below.
4. ***Final Exam*:** The final exam will cover the last 5 chapters discussed.

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| **Requirement** | **Percent of Grade** |
| Weekly DQ Posts | 25% |
| Chapter Self-Test Questions | 25% |
| Unit Exams | 30% |
| Final Exam | 20% |

**Course Grading:** The final grade will be determined in this manner:

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| --- | --- |
| **Percent Equivalent** | **Grade** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

**17**. **Tentative Schedule: (Calendar, Topics, Assignments)**

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| 1WeekNov 13 - 18 | **Introduction to HLAD 3329 – VC01** Welcome to Health Care Financial Management!**Assignments**:1. Reading Assignments:
	1. Chapter 1:  Introduction to Healthcare Financial Management
	2. Chapter 2:  Health Insurance
2. Discussion:
	1. 3x Discussion Questions PLUS your 2x to Respond to Peer
3. Self-Test Questions:
	1. Chapter 1: 10 questions to complete
		1. p. 9 – question 1, p.13 – question 1, p. 20-21 – questions 1-4, p.25 – question 1, p. 29 – questions 1-2, p. 38 – question 1
	2. Chapter 2: 12 questions to complete
		1. p. 56 – question 1, p. 57 – question 1, p. 61 – question 1, p. 63 – questions 1-2, p. 71 – questions 1 and 3, p. 75 – questions 1-2 and 4, p. 76 – question 1, p. 79 – question 1
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| 2Week Nov 20-26 | **Thanksgiving Break!!!** |
| 3WeekNov 27 – Dec 2 | **Assignments**:1. Reading Assignments:
	1. Chapter 3: Payments to Providers
	2. Chapter 4: Time Value Analysis
2. Discussion:
	1. 3x Discussion Questions PLUS your 2x to Respond to Peer
3. Self-Test Questions:
	1. Chapter 3: 12 questions to complete
		1. p. 85 – questions 1-2, p. 89 – question 1, p. 92 – question 2, p. 95 – question 2, p. 100 – questions 1-3, p. 109 – questions 1-2, p. 124 – questions 1-2
	2. Chapter 4: 17 questions to complete
		1. p. 129 – question 1, p. 135 – questions 1-2 and 3, p. 139 – questions 1 and 3, p. 141 – question 2, p. 143 – questions 1-2, p. 148 – questions 1-2, p.152 – question 3, p.155 – questions 1-2, p. 158 – questions 1 and 3, p. 162 – question 1
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| 4Week Dec 4 - 9 | **Assignments**:1. Reading Assignments:
	1. Chapter 5: Financial Risk and Required Return
2. Homework:
	1. To review look back at all of your self-test questions to Prepare for Exam 1
3. Test 1:
	1. The test will become available on Wednesday morning at 7:30 A.M. CST and will remain open until Saturday at Midnight.
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| 5WeekDec 11 - 16 | **Assignments**:1. Reading Assignments:
	1. Chapter 6: Debt Financing
	2. Chapter 7: Equity Financing
2. Discussion:
	1. 3x Discussion Questions PLUS your 2x to Respond to Peer
3. Self-Test Questions:
	1. Chapter 6: 28 questions to complete
		1. p. 217 – questions 1-2 and 1, p. 219 – question 1, p. 223 – questions 1 and 3-4, p.224 – questions 1-2, p. 227 – questions 1-2, p.231 – questions 1-2, p. 234 – questions 1-2, p. 235 – question 1, p.236 – question 1, p. 237 – question 1, p. 251 – questions 1-4
		2. look over the integrative application on p.256 -258
		3. Chapter 6 Supplement questions: p. 266 – questions 1-3, p.268 – question 2, p.269 – questions 1-2,
	2. Chapter 7: 25 questions to complete
		1. p. 283 – questions 1-3, p. 286 – questions 1-5, p. 288 – questions 1 and 3, p. 291 – questions 1-2, p. 294 – question 2, p.305 – questions 1-2, p.307 – questions 1-3, p. 310 – questions 1-2 and 3
		2. look over the integrative application on p. 316 – 317
		3. Chapter 7 Supplement questions: p. 323 – questions 1-2, p. 330 – questions 3 and 5
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| 6WeekDec 18 - 31 | **CHRISTMAS BREAK!!!** |
| 7WeekJan 1-7 | **Assignments**:1. Reading Assignments:
	1. Chapter 8: Lease Financing
	2. Chapter 9: Cost of Capital
2. Discussion:
	1. 3x Discussion Questions PLUS your 2x to Respond to Peer
3. Self-Test Questions:
	1. Chapter 8: questions to complete 16
		1. p. 335- questions 1-3, p. 336 – question 1, p. 339 – questions 1-4, p. 342 – question 2, p.354 – questions 1 and 1, p. 356 question 1, p.360 – questions 1 and 3-4
		2. Look over the integrative application found on p.364-365
	2. Chapter 9: questions to complete 12
		1. p.371 – questions 1-2, p.374 – question 1, p.388 – questions 1,3,7 and 8, p. 394 – questions 1-2, p. 396 – question 1, p. 399 – question 1, p. 404 – question 1
		2. Look over the integrative application on p. 410 - 411
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| 8WeekJan 8-13 | **Assignments**:1. Reading Assignments:
	1. Chapter 10: Capital Structure
2. Homework:
	1. To review look back at all of your self-test questions to Prepare for Exam 2
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| 9WeekJan 15-20 | **Assignments**:1. Reading Assignments:
	1. None
2. Complete Exam 2
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| 10WeekJan 22 - 27 | **Assignments**:1. Reading Assignments:
	1. Chapter 11: Capital Budgeting
	2. Chapter 12: Project Risk Analysis
2. Discussion:
	1. 3x Discussion Questions PLUS your 2x to Respond to Peer
3. Self-Test Questions:
	1. Chapter 11: 14 questions to complete
		1. p. 470 – questions 1-2, p. 471 – questions 1-2, p.473 – question 1, p. 489 – question 1, p. 492 – questions 1-3, p. 498 – questions 1-2 and 4, p. 510 – questions 1-2
		2. look over the integrative application on p. 516 - 517
	2. Chapter 12: 21 questions to complete
		1. P. 521 – question 1, p.532 – questions 1-2, p.525 – questions 1-2, p.528 – questions 1-2, p. 531 – questions 1-2, p. p. 534 – questions 1-2, p. 536 – question 1, p. 540 – questions 1-4, p. 551 – questions 1-2 and 4, p. 553 – question 1, p. 554 – question 1
		2. Look over the Integrated Application on p. 560 – 562
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| 11Week Jan 29 – Feb 3 |  **Assignments**:1. Reading Assignments:
	1. Chapter 13: Financial Condition Analysis
	2. Chapter 14: Financial Forecasting
2. Homework:
	1. 3x Discussion Questions PLUS your 2x to Respond to Peer
3. Self-Test Questions:
	1. Chapter 13: 24 questions to complete
		1. p. 572 – questions 1-5 and 1, p.585 – questions 1-5, p. 588 – question 2, p. 593 – questions 1-3, p.597 – questions 1-3, p. 598 – question 1, p. 599 – question 2
		2. look over the Integrated Application on p. 604-605
		3. Chapter Supplement problems: p. 607 – question 1, p. 608 – question 2, p. 610 – question 3
	2. Chapter 14:
		1. p. 616 – questions 1-2, p. 617 – questions 1-3, p. 619 – question 1, p. 623 – question 1 and 1, p. 638 – question 2, p. 641 – question 2
		2. look over the Integrated Application on p. 645-648
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| 12WeekFeb 5 - 10 | **Assignments**:1. Reading Assignments:
	1. Chapter 15: Revenue Cycle and Current Accounts Management
	2. Chapter 16: Business Combination and Valuation
2. Homework:
	1. 3x Discussion Questions PLUS your 2x to Respond to Peer
	2. To review look back at all of your self-test questions to prepare for Final Exam
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| 13 Finals WeekFeb 12-16 | **Final Exam***Must be completed NO LATER than Friday, February 16th at Midnight*Also Please Complete Course Evaluation |

* Students are responsible for reading, understanding, obeying, and respecting all academic policies.
* There is no opportunity for extra credit.
* No late assignments will be accepted, unless approved by instructor prior to deadline, approval must be given 72 hours before deadline.
* The instructor holds the right to make adjustments to this syllabus and its contents in the best interest of the class and course objectives.