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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, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

HLAD 5329-VC01, Dynamics of Health Care Finance

# **4. TERM**:

Winter, 2019

# **5. INSTRUCTOR**:

Lloyd L. Cannedy, Ph.D., Professor

# **6. CONTACT INFORMATION**:

Office phone: 940-855-4322

WBU Email: [lloyd.cannedy@wbu.edu](mailto:lloyd.cannedy@wbu.edu), or [CanCo1@hughes.net](mailto:CanCo1@hughes.net)

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

Wichita Falls, Call Field 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**:

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

***NOTE:****VitalSource etextbook.*

Please keep in mind that VitalSource has to work with publishers to get your student copy so check your Wayland email daily.  A link may be provided in just a few hours, or it may take a few days.  For student access:

1.       Every Course in Blackboard has a link to eTextbook [Vital Source] embedded in the course menu, with basic instructions.

2.       Wayland encourages use of this textbook.  Printed copies will NOT be available through our bookstore.  Students can purchase via Amazon or similar vendor but the cost is usually substantially more expensive.

3.       Student will “register”, just like the Professor, to access their library.

4.       They will be able to read and interact with their textbook from that location.

5.       IF your course is a Cengage, Pearson, Norton with “access” to special materials [MyLab, Mindtap, special assignments, accounting, etc.] the Professor will set up the links to that in your Blackboard Classroom to be available on Day 1.  Students pay for the textbook and access via VitalSource but will need that special link to the special materials they need to access.  WBUonline can assist the student with this if help is needed.

# 12. OTHER REQUIRED MATERIALS: Internet Access, Microsoft Word and PowerPoint, and a valid Wayland Baptist University Email Account.

# **13. COURSE OUTCOMES AND 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

# 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. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

**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.

# **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 Weekly Content. The weekly exercises and Discussion Board assignments are to be completed no later than each Sunday by 11:55 p.m. CST 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 online proctored examinations, each costing $10, will be given. A mid-term examination will be held the 6th class and a final examination given on the last class. 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 theend of the tenth 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 Weekly 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 Nov 11th – 17th 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 Nov 18th – 24th Assets, Liabilities, and Net Worth

Revenues (Inflows)

Expenses (Outflows)

Cost Classifications 4 – 7

Nov 25th – 30th Thanksgiving Holidays

3 Dec 2nd – 8th Cost Behavior and Break-Even Analysis

Understanding Inventory and Depreciation Concepts

Staffing: Methods, Operations, and Regulations 8 – 10

4 Dec 9th – 15th Reporting as a Tool

Financial and Operating Ratios as Performance Measures

The Time Value of Money 11 – 13

5 Dec 16th – 22nd Trend Analysis, Common Sizing, and Forecasted Data

Using Comparative Data

Operating Budgets

Capital Expenditure Budgets 14 – 17

Dec 23rd – Jan 5th Christmas Break

6 Jan 6th – 12th Midterm Examination

7 Jan 13th – 19th Variance Analysis and Sensitivity Analysis

Estimates, Benchmarking, and Other Measurement Tools

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

8 Jan 20th – 26th Understanding Investment and Statistical Terms Used in

Finance

Business Loans and Financing Costs

Choices: Owning Versus Leasing Equipment 21 – 23

9 Jan 27th – Feb 2nd 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 Feb 3rd – 9th 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 Feb 10th – 15th 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