

School of Community Health Sciences

Department of Health Administration and Policy

HCA 302 Health Care Finance

COURSE DESCRIPTION: This is an introductory course to health care financial management. The purpose of this course is to impart an introductory knowledge of health care financial management. This course will concentrate on the application of accounting and financial management principles and concepts for decision-making in health care organizations.

INSTRUCTIONAL METHODS: The course consists of case studies, discussion forums, end of chapter problems, exams, and instructor lectures. Much of the learning in this course will come from your preparation before class, your interactions with other students, and your participation in the classroom discussions.

REQUIRED TEXT: Gapenski, Louis C, Fundamentals of Healthcare Finance, 2nd Edition. ISBN 978-1567934755

Student Material: You can access student material (**Case Study**) using the link provided below:

http://www.ache.org/pubs/hap_companion/book.cfm?pc=WW W1-2222

COURSE OBJECTIVES:	Learning Objectives	Competencies Covered	Level of Coverage
Upon completion of this course, students will be able to: #			
1	Identify, define and discuss key health care management accounting concepts.	D.5, D.9	3
2	Apply health care financial and managerial accounting skills and knowledge	D.5, D.9	3
3	Prepare and present financial models on electronic spreadsheets and PowerPoint slides in a clear, succinct and logical manner.	D.5, D.9	3
4	Objectives #2 and 3 are achieved in part in groups with fellow students	B.1,B.2, C.3	1

Competencies Covered:

D.5: Financial Management

D.9: Quantitative Skills

- B.1: Effective Written, Oral and Presentation Skills
- B.2: Interpersonal Communication and Working in Teams
- C.3: Participate in and lead team

University Undergraduate Learning Outcomes Covered:

1.1, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.4, and 4.5

For more information on the UULO's please see: <https://www.unlv.edu/provost/gen-ed/uulo>

COURSE EVALUATION: This course consists of exams/reading assignments, case study analysis and presentation, and class participation.

Case Study (CS): Each student will be responsible for a thorough understanding of each case study and come to class prepared to actively participate in a discussion about the content, recommendations, results, implications, and methodology of the case. Students will be divided into teams for each case study. Each team will be assigned one in-class case presentation which should occupy no more than thirty minutes of the class period, including discussion time, and should be of board presentation quality (business attire is required.) You and your presentation will be judged on the quality and accuracy of the information you present, your ability to answer questions, and the visual and verbal quality of the presentation. Your grade on the presentation will be based on the accuracy of what you present and the professional manner in which you present it. Grades are not group grades but individual grades based on your submitted deliverables and your performance during the presentation. Your team should also provide a written executive summary of your analysis, and is no more than one (1) single-spaced page. The power point presentation and the executive summary are due for all groups regardless on presentation date on Sunday (11:59PM) prior to first presentation

Class Participation: Class participation is required and counts for 10% of your grade. It is the student's responsibility to make sure that they are signed in on the roll call sheet.

Discussion Forum (DF): Discussion forum are individual assignment that will be made available on webcampus. **No later than end of the due date (11:59PM) shown on schedule of event, students will post a question for clarification from the assigned chapter reading for that class session. Students will also be required to rate the questions of their classmates by the day after the due date at 12:00PM.** This will give the instructor the major area of concern from the students' perspective. The content of these questions will not be graded, but submission of these questions will be reflected in the discussion forum grade.

End of Chapter Problems (ECP): These are group assignment that will be made available on Webcampus prior to class and will be discussed during class sessions. You are encouraged to work in group and submit your answers as a group on Webcampus on the link provided for that effect. The due dates of these assignments are shown on the schedule of events. No late assignments will be accepted.

GRADING SCALE:

Case Study 25%

Class Participation 10%

Discussion Forum 5%
 End of Chapter Problems 15%
 Exam 1 15%
 Exam 2 15%
 Exam 3 15%

**SCHEDULE OF
 EVENTS**

DATE	LECTURE	READING	ASSIGNMENT DUE DATES
Foundation Concepts			
08/30/2017	Introduction, Syllabus, Surveys		
09/06/2017	Introduction to Health Care Finance	Chapter 1	Discussion Forum Chapter 1 (DF1) 9/3/17
09/13/2017	Healthcare Business Basics	Chapter 2	DF2 9/10/17
09/20/2017	Paying for Health Services	Chapter 3	DF3 9/17/17 End of Chapter Problem (ECP) 2.3 and 2.4 9/17/17
Planning, Managing, and Control			
9/26/2017	Exam 1	Covers Chapters 1-3	
09/27/2017	Estimating Costs	Chapter 4	DF 4 9/24/17
10/04/2017	Pricing Decisions and Profit Analysis	Chapter 5	DF5 10/1/17 ECP 4.3 and 4.6 10/1/17
10/10/2017	Exam 2	Covers Chapters 4 and 5	
10/11/2017	Planning and Budgeting	Chapter 6	DF6 10/8/17 ECP 5.3 and 5.7 10/8/17
10/18/2017	Managing Financial Operations	Chapter 7	DF7 10/15/17 ECP 6.3 and 6.4 10/15/17
10/24/2017	Exam 3	Covers Chapters 6 and 7	
Reporting Results			
10/25/2017	Reporting Profits	Chapter 11	DF11 10/22/17 ECP 7.3 and 7.4 10/22/17

11/01/2017	Reporting Assets, Financing, and Cash Flow	Chapter 12	DF12 10/29/17 ECP 11.3 and 11.5 10/29/17
11/08/2017	Assessing Financial Condition	Chapter 13	DF13 11/5/17 ECP 12.3 and 12.4 11/5/17
11/12/2017	Case Study Presentation and Executive Summary Submission	ECP 13.1 and 13.5	11/12/17
11/15/2017	Case Study Presentations		
11/21/2017	Exam 4	Covers Chapters 11- 13	
11/22/2017	Give Thanks! No class		
11/29/2017	Case Study Presentations		
12/06/2017	Study Week		

POLICIES:

GENERAL: Cell phones should be turned off and placed in a backpack, purse, etc. during class time. It is not enough to turn off the ringer as both the ringing and vibration functions of cell phones are noisy enough to disrupt class. If the need arises for a student to monitor their cell phone, this should be brought to the attention of the instructor. In that case, the phone can be out and set to vibrate

Academic Misconduct—Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <https://www.unlv.edu/studentconduct/student-conduct>.

Copyright—The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)—The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel

that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Final Examinations—The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.

Incomplete Grades—The grade of I—Incomplete—can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Library Resources—Students may consult with a librarian on research needs. Subject librarians for various classes can be found here: https://www.library.unlv.edu/contact/librarians_by_subject. UNLV Libraries provides resources to support students’ access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.

Rebelmail—By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. **Emailing within WebCampus is acceptable.**

Religious Holidays Policy—Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

Transparency in Learning and Teaching—The University encourages application of the

transparency method of constructing assignments for student success. Please see these two links for further information:

<https://www.unlv.edu/provost/teachingandlearning>

<https://www.unlv.edu/provost/transparency>

Tutoring and Coaching—The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC **A** (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TBE second floor.

UNLV Writing Center—One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>.