Healthcare Finance: HCA 301
(3 credit hours)
Course Syllabus

Course Description

This course is designed to introduce students to financial concepts utilized within organizations and those that exist as unique to the healthcare industry. Application of concepts addressed within the course is emphasized.

Course Learning Outcomes

By the end of this course, you will be able to:

1. Explore and explain core healthcare finance concepts and tools.

2. Utilize healthcare financial operation tools in decision making.

3. Report, measure, and analyze financial results.

4. Review and analyze healthcare budgets.

5. Describe and interpret resource allocation in a healthcare setting.

Prerequisites/Corequisites

ACC201, ECO221

Required Textbook(s) and Resources

For this course you will need to obtain the following materials:

Baker, J. J & Baker, R. W. (2018). *Health care finance: Basic tools for nonfinancial managers* (5th ed.). Jones and Bartlett. ISBN: 9781284118216 1284118215

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the Tiffin University Library. You might consider registering for one of the library's many webinars on library research, source evaluation, copyright, and other topics, at the Library Events - Upcoming Events web page. For further assistance email a librarian, at: library@tiffin.edu.

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Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).

2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.

3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET** on **Wednesdays.**

4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET** on **Saturdays, and**

5. Major assignments and reflections are typically due by **11:55 p.m. ET** on **Sundays.**

Learning Activities

Learning activities in this course will include one discussion forum per week in which students will engage in discussion of the key themes in the readings. In addition, weekly assignments will require students to compute key statistics through data sets provided and to write analyses to solve real-world issues in healthcare finance.

- Discussion forums
- Written assignments
- PowerPoint assignments
- Financial analyses

Key Assessment (Taskstream Submission)

This TU course features a "Key Assessment" that provides you the opportunity to demonstrate your program's core competencies. It also shows how the course fits within the broader curriculum.

The outcomes assessment for this course is an individually written paper analyzing the impact of new ICD requirements, the IMPACT Act, MIPS and Telehealth.

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Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussions Activity 1.1 (n/a) Activity 1.2 (30)	**Discussions** Activity 2.1 (30)	**Discussions** Activity 3.1 (30)	**Discussions** Activity 4.1 (30)	**Discussions** Activity 5.1 (30)	**Discussions** Activity 6.1 (30)	**Discussions** Activity 7.1 (30)	**210**
Assignments Activity 1.3 (55) Activity 1.4 (55)	**Assignments** Activity 2.2 (55) Activity 2.3 (55)	**Assignments** Activity 3.2 (55) Activity 3.3 (55)	**Assignments** Activity 4.2 (55) Activity 4.3 (55)	**Assignments** Activity 5.2 (55)	**Assignments** Activity 6.2 (55) Activity 6.3 (55)	**Assignments** Activity 7.2 (185)	**790**
140	**140**	**140**	**140**	**85**	**140**	**215**	**1000**

Grading Scale

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	< 60%

Please see the Academic Bulletin for grade appeal information.

Course Schedule and Weekly Checklist

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
Start Here	❑ MON: Look at Me!

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Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
Week 1: Current Environment, Revenue Reporting, and Billing	❏ WED: Secondary Posts: Activity 1.1: Look at Me! ❏ WED: Initial Post: Activity 1.2: Billing and Revenue ❏ SAT: Secondary Responses: Activity 1.2: Billing and Revenue ❏ SUN: Assignment: Activity 1.3: Calculating Billing Revenue ❏ SUN: Assignment: Activity 1.4: Regulatory Changes Impacting Billing and Facility Revenue
Week 2: Expense, Expense Classification, CVP Analysis	❏ WED: Initial Post: Activity 2.1: Explain CVP and Patient/Payor Mix ❏ SAT: Discussion Responses: Activity 2.1: Explain CVP and Patient/Payor Mix ❏ SUN: Assignment: Activity 2.2: Calculate CVP for Healthcare Facility ❏ SUN: Assignment: Activity 2.3: Analyze Current Costs
Week 3: Budgeting, Financial Ratios and Analysis	❏ WED: Initial Post: Activity 3.1: Importance of Strong Financial Results ❏ SAT: Discussion Responses: Activity 3.1: Importance of Strong Financial Results ❏ SUN: Assignment: Activity 3.2: Calculating Financial Ratios ❏ SUN: Assignment: Activity 3.3: Analyzing Operational Situation
Week 4: Analyzing operating variance, financial projections	❏ WED: Initial Post: Activity 4.1: Preparing a Budget for a Healthcare Facility ❏ SAT: Discussion Responses: Activity 4.1: Preparing a Budget for a Healthcare Facility ❏ SUN: Assignment: Activity 4.2: Proposal for New Facility ❏ SUN: Assignment: Activity 4.3: Preparing an Annual Budget
Week 5: Time value of money, Investing Options	❏ WED: Initial Post: Activity 5.1: Financial Metrics & Investment Decisions ❏ SAT: Discussion Responses: Activity 5.1: Financial Metrics & Investment Decisions

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Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
	❏ SUN: Assignment: Activity 5.2: Capital Investment Analysis
Week 6: Current Benchmarking and Data Requirements	❏ WED: Initial Post: Activity 6.1: Key Metrics for Success ❏ SAT: Discussion Responses: Activity 6.1: Key Metrics for Success ❏ SUN: Assignment: Activity 6.2: Benchmarking Study: Pareto Analysis ❏ SUN: Assignment: Activity 6.3 - Business and Investment Goals and Costs
Week 7: Value Based Healthcare, Telehealth	❏ WED: Initial Post: Activity 7.1: Value-Based Healthcare & Telehealth ❏ SAT: Discussion Responses: Activity 7.1: Value-Based Healthcare & Telehealth ❏ SUN: Assignment: Activity 7.2: ICD Requirements, IMPACT Act, MIPS & Telehealth

Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

Your Instructor Will Expect You to:

- Thoroughly review orientation materials (Start Here) within the first 48 hours of the term.

- Monitor your TU email account **daily** for important updates and announcements.

- Take ownership of your learning experience and act in a proactive, self-directed manner. That means:

  o Fully participate in all learning activities.

  o Complete assignments as described in rubrics or other instructions.

  o Submit all work on time and in the specified format (e.g. APA format for citations).

  o Utilize and incorporate instructor provided feedback to improve your work.

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o   Ask questions so you can better understand course material or assignments.

o   Use the highest standards of intellectual honesty and integrity. For more information, see the TU Library guide: [Digital Literacy: Netiquette and Internet Safety](#).

o   Treat others respectfully and demonstrate "netiquette" (online politeness and respectfulness) at all times. TU celebrates cultural uniqueness and expects all students to be considerate and thoughtful throughout their learning experiences.

You Should Expect Your Instructors to:

● Post an introductory announcement/email at the beginning of each week to provide updates and help you prepare for the week's activities.

● Maintain an active and engaged presence in all course activities and throughout the course.

● Respond to your emailed questions within 48 hours, if not sooner.

● Clearly communicate any absences or expected non-participation due to extenuating circumstances. For example, "I will be traveling to attend a funeral this week and may not be able to respond to questions or participate in forums for a couple of days."

● When grading your work:

o   clearly indicate their grading approach (what they like to see in submitted work as well as what types of errors they tend to penalize more harshly),

o   thoroughly review and evaluate your submissions in a timely manner (in less than 5 days for most assignments), and

o   provide constructive feedback that indicates the strengths and weaknesses of your work and provides suggestions on how you can improve your performance on future assignments.

● Advocate for your success as a learner and help guide you toward successful completion of the course activities and most importantly, attainment of the course learning outcomes.

Accommodations (Disability Services)

The Office of Disability Services supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990. If you need reasonable accommodations due to a documented disability, contact the Office for Equity, Access, & Opportunity via email at disabilityservices@tiffin.edu or by calling 419-448-3021.

Technical Support

For Moodle support, either email moodlesupport@tiffin.edu or call the 24/7 Technical Support Call Center at 855-664-1200 (3430, Option 2, from on-campus). For non-Moodle support, contact the Tiffin University ITS helpdesk at the number above or submit a [support ticket.](#)

Veterans

The Veteran and Military Resource Center assists veterans, active Military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. More information can be found on the Veteran and Military Resource Center website, at http://www.tiffin.edu/va.

Additional Support

If you need to consult an academic advisor refer to TU's [Meet the Team](#) page. For information about TU's peer tutoring program see the Murphy Center's [Tutoring Policies and Procedures](#) page.

Comments or Concerns

TU's online programs are designed to be student *driven*: to empower you with a voice and stake in your learning. Our courses feature multiple and varied ways that you can share feedback, and we invite you to become an active voice and help drive our improvement efforts. In addition to providing in-course feedback, we encourage you to submit questions or comments directly to the online team at online@tiffin.edu.

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