

**Course Syllabus**  
**Spring 2019 – 8W1**

<b>Course Title:</b>	Health Care Finance
<b>Course Prefix/Number:</b>	HSA 3170
<b>Credit Hours:</b>	3
<b>Instructor:</b>	Rachel Ellison, PhD.
<b>Email:</b>	Ellison.Rachel@spcollege.edu
<b>Phone:</b>	Please email within MyCourses for phone appointment (I do not want to miss you)
<b>Office/Virtual Hours:</b>	By appointment only
<b>Instructor Web Page:</b>	<a href="https://webapps.spcollege.edu/instructors/id/ellison.rachel">https://webapps.spcollege.edu/instructors/id/ellison.rachel</a>

**Program Administration**

<b>Dean, College of Health Sciences:</b>	Deanna Stentiford, Ed.S., RDH
<b>Administrative Services Specialist:</b>	Sandy Malkin
<b>Administrative Services Specialist Phone:</b>	727-341-3771
<b>Office Location:</b>	HEC 179

**Important Course Dates:**

- Last day to drop with a full refund: January 18, 2019
- Last day to withdraw with a “W”: February 14, 2019

**Students are responsible for all information in the course syllabus. Please print and save this syllabus for reference for this course and the final Capstone Experience.**

**Required Textbooks:**

- Gapenski, L. C. (2019). Fundamentals of healthcare finance (3rd ed.). Chicago, IL: Health Administration Press. ISBN: 9781567939750.

**Required Materials (Required for all Students in This Course)**

Health Services Administration Style Guide 2018 – 2019. Available in MyCourses in the Course Resources module. It may be downloaded and saved for future reference.

**Attendance: Participation/attendance is determined by** actively participating in graded discussion forums **and** completing course assignments each week. Simply logging in does *not* constitute attendance. Attendance is recorded after Week 1 and Week 2; failure to actively participate and submit graded assignments for Module 1 and/or Module 2 may result in an administrative drop (“W”) for lack of attendance. Attendance is also recorded at the 60% mark (immediately after the last date to withdraw with a “W”); minimal or inconsistent participation and submission of assignments prior to 60% mark of any course may result in an administrative withdrawal (“WF”). Note that self-withdrawal **prior to** the 60% mark results in a “W”. Students should monitor their grades in the course weekly (please see important course dates above).

**Holidays:** Holidays that occur during the course do not impact assignment due dates (See Course Snapshot); please plan ahead.

**Course Time Commitment:** This course is organized into 8 weekly Modules. Expect to spend **8-12 hours** of time per week for **each** course. This course is not self-paced, the course snapshot details important dates for each module/week, including the shortened Module 8 time frame.

**Assignments/Discussion Postings:** A variety of assignments, activities and/or discussion postings are due each week. All first original discussion postings are due before 11:59 p.m. Thursday, EST. All discussion replies and assignments are due before 11:59 p.m. Sunday, EST (unless otherwise specified on the course snapshot). Starting your discussion replies on Sunday is not sufficient engagement in class discussions and will be graded accordingly.

**Contacting the Instructor:** The best way to contact me is via email within this course. If MyCourses is unavailable, please contact me using your @live.spcollege.edu. You may expect a response from me within 24-48 hours. Please do not send emails from your personal email accounts (Yahoo, Gmail, etc.) as they will be filtered to SPAM.

**Course Description:** Prerequisite: HSA 3104 with a minimum grade of C or Prerequisite: HSA 4184 with a minimum grade of C and Admission to: Health Services Administration BAS Program. This course provides students with an overview of the principle financial mechanisms in the U.S. Healthcare Industry and the critical issues the industry currently faces. Additionally, it provides students with a foundation in using financial tools which will enable them to better understand health care finances and analysis within the health care system.

### **Major Learning Outcomes:**

#### **1. The student will demonstrate an understanding of health care providers' financial analysis by:**

- a. discussing the major trends in health care environment and how these trends influence the provision of health services.
- b. discussing the role of financial management in health services.
- c. describing the key features of insurance.
- d. discussing the major types of third party payment including Medicare.

#### **2. The student will demonstrate an understanding of basic financial management and the budgeting process by:**

- a. describing how managers use project classification and post-audits in the capital budgeting process.
- b. discussing the role of financial analysis in health services capital budgeting decisions.
- c. analyzing a basic capital budget.
- d. conducting a project risk assessment and explaining how it is incorporated into the budgeting process.
- e. describing and applying the opportunity cost principle.
- f. discussing the various types of debt, including long-term and short-term and its features.

- g. defining and differentiating types of financial risks.
- h. analyzing time value analysis' role in healthcare financial management.

**3. The student will demonstrate an understanding of the financial implications of strategic planning by:**

- a. describing financial and operating analysis.
- b. describing the general strategic planning process for health care organizations.
- c. discussing various methods used to forecast income statements and balance sheet accounts.
- d. describing how the growth method is used to forecast a business's financial strategy.

**4. The student will demonstrate an understanding of the influence financing has on governance and operational structure within health care by:**

- a. describing how financing influences the governance and structure on healthcare organizations.
- b. analyzing how the financing influences the governance and structure on healthcare organizations.
- c. analyzing how the financing of health care issues such as technology, aging population, quality of care can impact health care governance and structure.
- d. describing how health care costs can be controlled in order to provide health care organizations with more resources to better manage their governance and structure.

**Criteria Performance Standard:** Upon successful completion of this course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by the individual course instructor.

**Academic Integrity:** All course work is expected to be the student's OWN work. Cheating and plagiarism will not be tolerated. Please remember that plagiarism also includes paraphrasing another's work without proper credit (citations). This includes "cutting and pasting" from Internet sources and the use of photos, figures, tables or clip art not classified as free ware. Please see SPC's Academic Honesty page, to learn more about how to avoid plagiarism: <http://www.spcollege.edu/academichonesty>

**Resubmission of Work:** Previously submitted course work may not be resubmitted for another class (self-plagiarism). Turning in any work that has been previously created and submitted (graded or not) in any course is self-plagiarism which is a violation of the SPC Academic Honesty Policy. All plagiarism is reported to the Associate Provost and may result in academic discipline.

**HSA Policy Regarding Quoted Material:** Rather than using quoted material, students are expected to paraphrase information in their own words to communicate facts as well as knowledge, thoughts, reactions, and reflections. Students will not receive a grade for quoted and/or cut and pasted material.

**HSA Late Policy:**

- **Late Assignments** (Modules 1-6) (i.e.: Papers, PowerPoints, Projects, Worksheets, etc.). Assignments submitted within 24 hours of due date - worth 50% of their graded value (grade achieved, minus 50%). No credit is given beyond 24 hours of due date.
- **Late policy for Quizzes and Discussion Forums:** Quizzes may not be made up. Discussion postings may not be made up; posts made after the 11:59 p.m. EST Sunday deadline will not receive credit.
- **Late course work from Module 7 and Module 8 will NOT be accepted.**

**Course Grading:**

- Instructors make every effort to post assignment grades within 72 hours after the assignment closing date

<b>Letter Grade</b>	<b>Points Range</b>
<b>A</b>	<b>222 – 246</b>
<b>B</b>	<b>197 – 221</b>
<b>C</b>	<b>173 – 196</b>
<b>D</b>	<b>148 – 172</b>
<b>F</b>	<b>&lt; 148</b>

**Expectations of Professionalism:** In order to prepare you for a leadership role in a professional environment we maintain high expectations on all student work *and* course interactions. Faculty and students are responsible for maintaining a positive learning environment. Students are expected to conduct themselves in a professional manner at all times. Professional expectations include: following all assignment instructions and writing guidelines, submitting completed assignments in a timely manner, respectful communication with instructor and peers, maintaining Academic Integrity and Honesty, taking responsibility for your learning, and applying instructor feedback.

**Student Survey of Instruction (SSI):** The survey is administered each semester, and is designed to improve the quality of instruction. All student responses are confidential and anonymous.

**Internet Caution:** HSA courses require use of the Internet. Please note that other Internet users may be able to access students' works whether the access is secured or unsecured. The College cannot protect against this or assure privacy.

**Learning Resources:** Learning Resources are available to all students either in person or online, at no additional cost (<http://www.spcollege.edu/current-students/learning-resources>). When reaching out to the people providing learning resources, please provide the name of your instructor, the course and specific assignment instructions. Also, note that it is **NOT** the responsibility of the learning resource specialists to correct the student's work or to help write the student's paper/discussion line by line, but rather, to help improve the students' writing skills, critical thinking abilities, and proofreading/editing skills. Instructors may refer students to Learning Resources by providing the HEC Library/Writing Help Referral Form to the student. The student needs to provide the written assignment, assignment instructions and the Library/Writing Help Referral Form to Learning Resources. Once the student has received assistance, the student should have the tutor email the instructor.

The current learning resource specialists for the HSA program are:

- Lindsay Curry: [Curry.Lindsay@spcollege.edu](mailto:Curry.Lindsay@spcollege.edu)

**Computer Issues:** If you experience problems accessing the course or course materials online, posting assignments or any other hardware or software issues, please contact the Technical Support Desk at 727-341-4357 or email [onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu) available daily from 7:00 a.m. to midnight. It is your responsibility to contact your instructor *immediately* should a problem arise. Computer issues will not extend the due date for course work.

**Online Library:** To logon to the Online Library through the SPC homepage (<https://go.spcollege.edu/Libraries/>), use your Student ID number and the last 4 numbers of your Social Security Number.

- For library help you may contact the Health Education Center library for assistance.
  - Joshua Brown, [brown.josh@spcollege.edu](mailto:brown.josh@spcollege.edu). (727) 341-3657
  - Shilo Smith, [Smith.Shilo@spcollege.edu](mailto:Smith.Shilo@spcollege.edu). (727) 341-3673

**Accommodations:** This course is designed to be accessible and usable by everyone. Be sure to let the instructor know *immediately* if you encounter a required element or resource in the course that is not accessible to you.

Accessibility Services: St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Instructors may not grant accommodations without proper notification from this Office. Due to the nature of all health programs, including the Veterinary Technology Program, accommodations requested for labs and/or a clinical will be determined by a committee that includes the HEC Accessibility Coordinator, Academic Chair, Dean, and other professionals deemed appropriate and on a case-by-case bases. These requests must be made prior to the semester starting or the in the first few weeks. Students registered with Accessibility Services are encouraged to contact their instructors early in the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact Accessibility Services for a confidential discussion at 727-341-3721 (V/TTY) or at [silvers.stefanie@spcollege.edu](mailto:silvers.stefanie@spcollege.edu). Additional information is available at the college-wide Accessibility Services website: <http://www.spcollege.edu/accessibility/>

**Please note:** Materials provided via MyCourses are copyrighted and for personal and educational use only during the course.

**Instructional Continuity Plan:** In the event of a natural disaster that affects the function of the college, this online course will continue as normal.

**Important Links:** Please see your MyCourses homepage (<http://mycourses.spcollege.edu>) to access important college resources/links.

<b>HSA 3170</b>		
<b>Health Care Finance</b>		
Module Topic Open/Close Dates	Discussion Posting Forums (points)	Assignments (points)/Readings
Module 1  Health Care Finance Overview  January 14, 2019 – January 20, 2019	Biography / Introduction The 4 C's (5)	<ol style="list-style-type: none"> <li>1. Review Syllabus, Snapshot, and Course Materials</li> <li>2. See Assignment Readings in MyCourses (Course Content Link).</li> <li>3. TurnItIn Quiz (1)</li> <li>4. Begin Here Quiz (10)</li> <li>5. Module 1 Homework, Taxes (10)</li> <li>6. Chapters 1- 2 Quiz (10)</li> </ol>
Module 2  Health Care Policy and Cost Concepts  January 21, 2019 – January 27, 2019	Real World Problems for the Hospitals (5)	<ol style="list-style-type: none"> <li>1. See Assignment Readings in MyCourses (Course Content Link).</li> <li>2. Module 2 Homework, Cost Assignment (5)</li> <li>3. Chapters 3-4 Quiz (20)</li> </ol>
Module 3  Health Care Pricing, Profit, and Planning  January 28, 2019 – February 3, 2019	Profit Analysis (5) Planning and Budgeting (5)	<ol style="list-style-type: none"> <li>1. See Assignment Readings in MyCourses (Course Content Link).</li> <li>2. Module 3 Homework, Profit Analysis (5)</li> <li>3. Chapters 5-6 Quiz (10)</li> </ol>
Module 4  Financial Operations  February 4, 2019 – February 10, 2019	Monitoring Operations with Ratios (5)	<ol style="list-style-type: none"> <li>1. See Assignment Readings in MyCourses (Course Content Link).</li> <li>2. Module 4 Homework, Operational Analysis using Dashboards (10)</li> <li>3. Chapters 7-8 Quiz (10)</li> </ol>
Module 5  Capital Investment Analysis  February 11, 2019 – February 17, 2019	Capital Decision Basics (5)	<ol style="list-style-type: none"> <li>1. See Assignment Readings in MyCourses (Course Content Link).</li> <li>2. Module 5 Homework, Project Analysis (10)</li> <li>3. Chapters 9-10 Quiz (10)</li> </ol>

<p>Module 6</p> <p>Reporting Profit</p> <p>February 18, 2019 – February 24, 2019</p>	<p>Financial Statements (5)</p>	<ol style="list-style-type: none"> <li>1. See Assignment Readings in MyCourses (Course Content Link).</li> <li>2. Module 6 Homework, Graphs (5)</li> <li>3. Chapter 11 Quiz (10)</li> </ol>
<p>Module 7</p> <p>Financial Reporting</p> <p>February 25, 2019 – March 3, 2019</p> <p><b>*Check Week 8 Closing Dates – Week 8 is Short *</b></p>	<p>Financial Reporting (5)</p>	<ol style="list-style-type: none"> <li>1. See Assignment Readings in MyCourses (Course Content Link).</li> <li>2. Module 7 Homework, Financial Statements (5)</li> <li>3. Chapter 12 Quiz (10)</li> <li>4. Project Peer Review Form Submission (20)</li> <li>5. FINAL PROJECT (30) DUE</li> </ol>
<p>Module 8</p> <p>Interpreting the Financial Environment</p> <p>February 27, 2019 – March 6, 2019</p> <p><b>*Short Week – Check Closing Dates*</b></p>	<p>Financial Statement Analysis (5)</p>	<ol style="list-style-type: none"> <li>1. See Assignment Readings in MyCourses (Course Content Link).</li> <li>2. Chapter 13 Quiz (10)</li> <li>3. Student Survey of Instruction (SSI)</li> </ol>
<p>Total Points 246</p>	<p>45</p>	<p>201</p>

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- Last day to withdraw with a “W”: February 14, 2019

**Important Course Information:**

- Assignments and discussion replies are due before 11:59 p.m. Sunday, EST (or as stated on Snapshot).
- All first original discussion postings are due before 11:59 p.m. Thursday, EST.