Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the course to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-to-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:
1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
COURSE: HLAD 334 IDDL2 – Healthcare Financial Management

DATES: 3/6/2017 – 4/29/2017

SPRING 2017

Distant Learning

INSTRUCTOR: Kristyn Rodvill

E-Mail: krodvill@bridgeport.edu

REQUIRED TEXT:

FUNDAMENTALS OF HEALTHCARE FINANCE
LOUIS C. GAPENSKI PhD
HEALTH ADMINISTRATION PRESS 2ND EDITION

Prerequisite Courses: PRST 201 & 250

COURSE DESCRIPTION:

This course “Healthcare Financial Management" is an application of financial management techniques to decision making for health care professionals. This course HLAD 334 examines aspects of modern hospital and health care organizational financial management to prepare all students for supervisory and management roles in the future. This course addresses the systems and uses of accounting and financial planning in healthcare organizations; including planning and control of cost factors in the healthcare industry. All students will examine analysis of financial statements, reporting, ratios, and budgeting for healthcare organizations to make sound decisions. This course provides a conceptual and practical knowledge of healthcare finance, which includes all sources of funding the various programs, third party payers, managed care contracts, and valuations that have an impact on the healthcare organization. As stated above this is an introductory on line course in
healthcare finance. It focuses on the most important accounting and financial management principles and concepts relevant to department level management of health service organizations. Lectures supplemented by homework and cases, are the primary learning tools. **The benefits that you as the student receive from this course are directly related to your on line participation and study habits—in other words, to the effort that you put into the course.**

**TARGET COMPETENCIES:**

- Apply basic financial management and accounting principles in a healthcare and public health context.
- Use statistical and analytic tools to measure and improve organizational performance.

**COURSE OBJECTIVES:**

After completing this online course, you should be able to accomplish (at a basic level) the following finance tasks as practiced within health services and public health organizations; (Note: The learning objectives are matched to the above target competencies as indicated by the letter(s) following each objective.)

- Explain the form at and contents of a business’s financial statements. (a)
- Assess the financial conditions of an organization. (a,b)
- Apply basic managerial accounting concepts. (a)
- Perform basic time value analysis. (a,b)
- Explain financial risk concepts. (a,b)
- Understand and describe the primary forms of business financing. (a)
- Explain how to estimate and use the corporate cost of capital. (a,b)
- Summarize the capital structure decision process. (a,b)
- Perform basic capital investment analysis. (a,b)
- Explain basic current asset management techniques. (a,b)

**LEARNING HEALTHCARE FINANCIAL OBJECTIVES:**

- Identify and define terms and concepts associated with techniques of financial control, cost control, capital project management, and management control for health services administrators
Develop an understanding of fiscal, budgetary and planning issues as they pertain to the health professions, health professionals and non-profit organizations.

Utilize financial tools and methodologies employed across the health care industry such as benefit/cost and cost effectiveness analysis, ratio analysis and others to resolve issues.

Demonstrate the ability to read, interpret and analyze financial statements.

Demonstrate knowledge of the core disciplines of healthcare administration: healthcare organization and structure, healthcare finance, healthcare policy, and/or public health enhance decision making in managing the healthcare organizations.

Describe methods of current asset/working capital management.

Describe, analyze and critique systems of patent billing and reimbursements for insurance and governmental agencies.

Critically evaluate alternative techniques for financial management in health services administration.

MEASURABLE LEARNING OUTCOMES:

It is expected that at the end of this course, all students will have a heightened understanding of:

- A common body of knowledge, terms, philosophies, and tools utilized in the administration and management of financial resources and budgets;
- The content and dynamics of financial management and budgeting; that is, how fiscal management and budgeting decisions are made, who influences these decisions, how to evaluate decisions between alternatives, including their broad fiscal application at different organizational contexts;
- The complex issues underlying the administration and management of financial resources
- How to use cost-benefit analysis, discounting and the capital market line for informed decisions
- How to evaluate the use of ratio analysis to measure the financial soundness of an organization

Students are also expected to develop skills in:

- Application of theories and concepts to practice and context:
- Critical thinking and analysis:
- Facilitation

COURSE REQUIREMENTS:
1. Read all assigned materials for each online class session.
2. Open the Canvas Modules and follow the directions for that particular module’s learning objectives.
3. Download and install Respondus Lockdown Browser.
   o If you are using a learning assistance device (e.g. JAWS, Window-Eyes) please notify your instructor so that accommodations regarding Lockdown Browser can be made.

**ASSESSMENT CRITERIA (Assignment Descriptions Follow):**

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<tr>
<td>Discussion Forums</td>
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<tr>
<td>Current Issue Papers</td>
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<tr>
<td>Case Studies</td>
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<tr>
<td>Final Exam</td>
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<td>Final Project Outline &amp; Plan</td>
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<tr>
<td>Final Project Submission</td>
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</table>

**DETAILED EXPLANATION OF ASSIGNMENTS:**

**THE DISCUSSION FORUM: (DF) 25%**

This course will be completely delivered online through the University of Bridgeport Canvas System. Thus, there will be no “in class meetings”. The canvas system will provide to the student all resources that are not available in the classroom setting. The average time spent on this course is approximately 10 hours per week. The intent of the Discussion Forum is for the students to engage in the readings with one another, and then provide to each other, your contributions based on your own thoughts. Every module during this 8 module class (semester), you will be asked to log into Canvas and participate in Discussion Forums with the rest of your class. Please note that this activity is interactive. All participants’ postings need to take place between Mondays through Sundays of the respective modules of the assigned discussion forums. You must post your initial response to the Discussion Board by midnight Wednesday each module. You will not receive any points if you do not participate during the assigned period.
EACH STUDENT MUST COMPLETE THEIR INITIAL POST BY WEDNESDAY AND THEN MUST POST TWO (2) REPLIES TO OTHER STUDENTS BY MIDNIGHT SUNDAY OF EACH MODULE.

- I will grade you on both participation and quality of your responses/comments critique.
- One liners will not be accepted, that is, it is not sufficient to write that you agree or disagree with someone’s argument or like their comments. You must provide a rationale for your arguments, be thoughtful when responding, integrate the textbook and related articles (the readings) for support and allow not only myself but your fellow students to hear your respective voice in the discussion format.
- Based on the above criteria, you will receive a range of points for each discussion forum. The maximum points that you can receive for each forum is 10.
- When/where appropriate, I will comment on the response or provide additional information.
- It is important to make sure that all APA Guidelines are followed in this course.
- The student must properly cite any documents and/or research material from other sources that you are using to support or back up your particular arguments.

SUPPLEMENTAL DISCUSSION BOARD SUGGESTIONS/INFORMATION:

Each module during the course, you will be required to click on the Discussion Board and enter a Discussion Forum. Each student should familiarize themselves with the feature of the Canvas system. Learn how to read a contribution from a classmate or the professor, and on how to add your own thoughts or threads.

When you are asked to respond to a question and a person’s ideas, please do so in a constructive and substantive way. Please apply the theories, concepts and terms to this course so far as to your critique of the ideas presented. Just agreeing or disagreeing is not enough, nor is telling your own story of an experience that relates to the topic. Please note that a critique and/or analysis should address both strengths and weaknesses. As a suggestion, you might want to read the comment(s), then review your material and click back into the Forum to make clear, instructive and constructive responses.

DISCUSSION RUBRIC: (Actual rubric attached to all discussions)

See attached separate information in regards to the discussion portion of this course.

In order to earn the grade of “A” students will:

Demonstrate superior knowledge and mastery of subject material
Submit written assignments that indicate a superior understanding and level of work in the areas of research, topic insight and a good understanding of the subject.

Demonstrate that, overall, the work that they are submitting is of a superior quality.

**In order to earn the grade of “B” students will:**

Demonstrate satisfactory comprehension of the assigned material.

Submit written assignments that indicate a level of research and understanding of the subject.

Demonstrate that overall their work is of an adequate quality.

**In order to earn the grade of “C” students will:**

Demonstrate a minimal or borderline comprehension of the subject matter.

Submit written work that is unsatisfactory in part.

Demonstrate that, overall their work is of inferior quality.

**CURRENT ISSUE PAPER—article summary and analysis:** 10%

Each student is to complete one (1) current issues summary and analysis (4-5 pages) and this should be sent to the instructor by Monday of Module 4 via CANVAS only. Please do not e-mail, mail or fax me your assignment.

The article can be selected from the New York Times, Business Week, Wall Street Journal, Fortune, Business Times or similar business oriented publications. The event must be relevant to the subject of healthcare finance presented in the course. You must relate the article to at least one concept that we have discussed in the class.

The 2-3 page summary and analysis (word-processed, in 12 point Times New Roman font, spell and grammar checked) **MUST** include the following at the top of the first page of your paper:

- Your name
- Title, author, journal name, publication date and page number(s)
- (1) Brief summary of the article (2) relationship to healthcare concepts and issues (3) your critical analysis of the article. Please use these 3 areas as sub-headings for the paper.
CASE STUDY: 15%
There will be one case study where you get to use your knowledge, experience, and research in finding a solution to a real world health care financial management issue. This is a critical thinking exercise in which attention to detail and in-depth understanding is required to assess the situation and determine the course of action to take.

FINAL EXAMINATION: 15%
There will be a final examination in Module 8. This examination will include multiple and true/false choices and essay type responses to questions covering Chapters of your text assigned from Module 4 to 7.

FINAL PROJECT (INDIVIDUAL ASSIGNMENT): 35%
There are 2 parts to this assignment:

1. Submit a 1-2 page outline that briefly describes the topic and the approach taken to discuss and analyze the subject of healthcare finance. Due on Monday in Module # 4
2. Each student is required to submit one research paper from a list of topics that are attached to this syllabus. All individuals should discuss the topic selected in-depth (4-6 pages). The paper is due by the Sunday of Module 6. A 150 word abstract must be attached to the paper that outlines and highlights very briefly the topic and what is pertinent in the presentation of the paper.

SUBMITTING ASSIGNMENTS:
Every module, there are assignments to complete. When asked to submit an assignment, submit it directly through the Canvas System. Keep a backup copy of your assignment in case you need it. The submission of your assignment is your responsibility so, be sure you send it properly. All assignments must be submitted on or before the due date listed in the Course Schedule. Your individual grade for the individual assignment and examinations will be reduced by one letter grade for late submissions.
FINAL PAPER SUGGESTED TOPICS

1. The United States Healthcare Financial Management Payment Reform
2. The Affordable Health Care Act of 2010
3. The Health Finance Probability and Accountability Act
4. Health Care Financing the United States vs European Nations
5. Management of Healthcare is a Global Issue
6. Universal Health Care
7. The Four “C’s” of Health Care
8. The Important Issues of Health Care Managers Today
9. The Key Features of Health Care Reform
10. Quality in a Changing Health Care System

If any of the above topics are not of your liking, you may select another topic and its relationship to the Healthcare Financing program. I must approve of this topic before you can complete your assignment.

ACADEMIC POLICIES

Attendance Policy
Course attendance via online participation is an integral part of the online academic experience; therefore, students are expected to be participative in all course activities and discussions. If an absence is unavoidable, the student should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments.

IMPORTANT:
- An absence (lack of participation) in any week of the course, will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- An absence of two or more weeks will be cause for a failing grade.

Drop Procedures
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage:

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).
Cell Phones
Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty
The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:
http://www.indiana.edu/~istd/plagiarism_test.html
The Use of Turnitin dot com
Upon submitting an assignment via the Canvas Learning System, a student will be prompted with the following statement:
I agree and understand that this assignment will be submitted to Turnitin, a plagiarism screening service analyzing the extent to which this submission is original content, cited from other sources, and/or similar to existing sources in Turnitin’s database. I further agree and understand that this submission will be maintained in Turnitin’s database for plagiarism detection purposes only and that I retain the copyright of this assignment. I also understand and agree that I am subject Turnitin’s Usage Policy, available at http://turnitin.com.
I have read the terms and conditions of the University of Bridgeport’s (the “University”) Consent to Plagiarism Screening Policies (see below) as stated in the University Catalog and Key to UB-Student Handbook, and understand that those terms are incorporated herein by reference.

Consent to Plagiarism Screening
Students are expected to be familiar with and to comply with the University’s policies prohibiting plagiarism as set forth above. Some courses utilize electronic screening to detect plagiarism, e.g., Turnitin. These plagiarism screening programs analyze the extent to which students' submitted assignments constitute original content and compare students’ submissions to an extensive network of web pages, articles, and other student work in their databases. Using these resources, these programs produce originality reports which categorize submission content, determining what percentage of each assignment matches text found in their databases. By enrolling in course(s), students consent to the above-described plagiarism screening programs and may also be required to approve specific terms and conditions of use when submitting an assignment. Students also consent to retention of their submission in Turnitin or other plagiarism screening platforms, but retain full copyright of their submission.

Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER
The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. Online Tutoring is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account
Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email
account in which the University sends out information. Go to: [http://www.bridgeport.edu/ubnet](http://www.bridgeport.edu/ubnet) - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: [http://www.bridgeport.edu/email](http://www.bridgeport.edu/email) and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

**Learning Management System (LMS) - Canvas**

For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.

**Canvas Tutorial For Students**: [https://bridgeport.instructure.com/courses/985903](https://bridgeport.instructure.com/courses/985903)

For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu [https://bridgeport.instructure.com/courses/829447/](https://bridgeport.instructure.com/courses/829447/)

**Accessing Your Grades & Schedule Online**

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

**Using the Library**

Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

**Using Computers**

Open access computer labs are available at three locations:

- Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: [http://www.bridgeport.edu/library](http://www.bridgeport.edu/library).
- Stamford – Room D; Check open hours at: [http://www.bridgeport.edu/stamford](http://www.bridgeport.edu/stamford)
- Waterbury – Computer Lab; Check open hours at: [http://www.bridgeport.edu/waterbury](http://www.bridgeport.edu/waterbury)

**Course Cancellations**

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, ([www.bridgeport.edu](http://www.bridgeport.edu)). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to
day and time availability. Course cancellations are also announced on television and radio stations.

**IMPORTANT CONTACT INFORMATION**

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<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
<td></td>
</tr>
<tr>
<td>IDEAL Office</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
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**CAMPUS CONTACT INFORMATION**

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<tr>
<td>Bridgeport</td>
<td>126 Park Avenue Bridgeport, CT 06604</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
<tr>
<td>Stamford</td>
<td>5 Riverbend Drive Stamford, CT 06750</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
</tr>
<tr>
<td>Waterbury</td>
<td>84 Progress Lane Waterbury, CT 06705</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
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Directions to IDEAL Campus locations: [http://www.bridgeport.edu/pages/2260.asp](http://www.bridgeport.edu/pages/2260.asp)

To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is 001416.

Federal Student Aid Information: 1-800-433-3243.