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HSPM 7137 - Healthcare Finance and Payment Systems

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Georgia Southern University
Jiann-Ping Hsu College of Public Health

HSPM 7137: Healthcare Finance and Payment Systems
Fall 2017

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<u>Web Page:</u>	http://www.georgiasouthern.edu/~jstephens
<u>Class Meets:</u>	Tuesday & Thursday 5:00-6:15 PM Information Technology Building 1206

-- Course schedules can be found at: <http://www.collegesource.org/displayinfo/catalink.asp> --

Prerequisites: Admission to the MHA Program

Catalog Description: This course examines the structure and functioning of the finance reimbursement components of the health care delivery system. Healthcare organizations including hospitals, long-term care, ambulatory care, managed care, private and public insurance, public health, integrated delivery systems, and other health care providers will be discussed within the context of the financial environment that includes financial management, managerial accounting and revenue and reimbursement cycle management. The course also examines key financial tools and analyses for financially related decision making within the principles of strategic management applied to healthcare organizations amid a dynamic/changing environment.

Required Textbook: Nowicki, Michael. Sixth Edition (2015). *The Financial Management of Hospitals and Healthcare Organizations*. AUPHA

JPHCOPH (College Level) Student Learning Outcomes: At the completion of the M.H.A. degree program all students will be able to understand and apply concepts concerning:

1. Demonstrate proficiency and effectiveness in the communication of core public health principles and practices, both oral and written.
2. Demonstrate proficiency in the integration of the core public health disciplines (Biostats, Epid, Env Health, Hlth Policy/Mgt, & Social/Behav Sc) in practice & research.
3. Demonstrate proficiency in problem solving, critical thinking, and public health leadership.

Health Policy and Management (Departmental Level) Student Learning Outcomes: At the completion of the M.H.A. degree program all students will be able to understand and apply concepts concerning:

- I. Analyze and evaluate the financial management of health organizations including structuring, marketing, and governance.
- II. Evaluate the management of change in health organizations.
- III. Conduct and interpret relevant health administration research using appropriate research designs and analytic techniques.
- IV. Communicate health services administration principles and concepts to lay and professional audiences through both oral and written communication

Program Competencies: At the completion of the M.H.A. degree program all students will be able to (domains are listed first and competencies under each domain follow; established in Spring, 2015):

I. COMPETENCY DOMAINS

A. Measurement and Analysis

Measurement: Identify information needs, and gather and understand relevant data information in order to define a problem, to assess a situation, or to implement a set of metrics.

Analysis: Organize, manipulate and use information to assess performance, to identify alternative courses of action, to investigate hypotheses, or to accomplish other strategic goals.

B. Communication

Receive and convey information in ways that encourage continued dialogue among stakeholders. Effective communication involves strong written and oral transmission skills, responsive listening, and use of creative strategies for exchanging information.

C. Leadership

Influence others to reach their highest level of effectiveness in achieving common goals, both as individuals and in teams. Establish direction and engage various constituencies to produce a shared vision of the future, motivating and committing them to action, and making them responsible for their performance.

D. Law and Ethics

Establish high ethical standards, create a culture of shared ethical values and legal understanding, and transform those ideals into visions and expected behaviors.

E. Professional Development

Required to excel professionally throughout one's career and to make meaningful contributions to the field.

II. COMPETENCIES BY DOMAINS

Domain 1: Measurement and Analysis

Measurement:

- A.1 Identify appropriate sources and gather information, effectively and efficiently.
- A.2 Appraise literature and data critically that **enhances community health**.
- A.3 Develop, understand and use data from performance, surveillance or monitoring systems.

Analysis:

- A.4 Financial analysis: Understand and explain financial and statement; prepare and manage budgets; and make sound long-term investment decisions.
- A.5 Statistical analysis: Understand and apply basic **biostatistical** methods relevant to **public health** practice.
- A.6 Policy analysis: Understand the policy-making process and the role of **public health politics**; assess a problem and identify and compare potential policy solutions; and understand and critically assess methods to evaluate policy impact.
- A.7 Economic analysis: Use basic microeconomic theory to understand how the incentives of consumers, providers, and payers affect behaviors, costs, and other outcomes; understand and apply basic econometric tools for the empirical study of issues in health economics.
- A.8 Operational analysis: Analyze, design, or improve an organizational process, including the use of quality management, process improvement, marketing and information technology principles and tools.
- A.9 **Population health assessment**: Understand and apply basic **epidemiologic** principles, measures, and methods to assess the health status of a population; identify risk factors in individuals and

communities; evaluate the impact of population-based interventions and initiatives.

- A.10 Decision Making: Implement a decision-making process that incorporates evidence from a broad analysis that includes uncertainty, risk, stakeholders, and organizational values.

Domain 2: Communication

- B.1 Convey: Speak and write in a clear, logical, and grammatical manner in formal and informal situations; prepare cogent business presentations; facilitate an effective group process.
- B.2 Listen: Receive, process, and respond appropriately to information conveyed by others.
- B.3 Interact: Perceive and respond appropriately to the spoken, unspoken, or partly expressed thoughts, feelings, and concerns of others.

Domain 3: Leadership

- C.1 Organizational Vision: Through effective governance, establish an organization's values, vision, and mission; systematically enhance performance and human material and knowledge resources.
- C.2 Strategic Orientation: Analyze the business, demographic, ethno-cultural, political, and regulatory implications of decisions and develop strategies that continually improve the long-term success, viability of the organization and focus on **community health status**.
- C.3 Accountability: Hold self and others accountable to standards of performance; encourage commitment to the long-term good of the organization.
- C.4 Change Leadership: Energize stakeholders and sustain their commitment to the organization while adapting to changes in the **environmental factors**.
- C.5 Collaboration: Work collaboratively with others as part of a team or group, demonstrating commitment to the team's goal and encouraging individuals to put forth their best effort.
- C.6 Organizational awareness: Understand and learn from governance structures, formal and informal decision making structures, and power relationships in an organization, industry, or community.

Domain 4: Law and Ethics

- D.1 Use legal reasoning as a tool for analysis, communication, strategy and planning.

- D.2 Behave ethically and promote standards of ethical behavior throughout **public** and healthcare organizations and professional communities.
- D.3 Develop an understanding of healthcare state and federal legislation as it affects healthcare organizations.

Domain 5: Professional Development

Self-Awareness:

- E.1 Actively seek feedback from others, reflecting and learning from successes and failures of professionals in **public health and healthcare**.
- E.2 Develop an accurate view of own strengths and developmental needs, including the impact one has on others.

Learning Objectives: At the completion of this course the student will be able to:

1. Describe the terms associated with the healthcare finance environment. (A3, A4, B1, C6 & D3,)
2. Describe the revenue cycle. (A7 & C2,)
3. Identify the prospective payment system by health setting. (A6, C2 & D3)
4. Describe the general principles of accounting, recognizing the uses of, and differences between, financial and managerial accounting. (A2, A5 & A8)
5. Demonstrate how to read financial statements and describe information found in each statement. (A1, A4, A8, B1 & D1)
6. Describe the concepts of present value and future value in making investment decisions. (A3, A5, A7 & 10)
7. Identify the critical drives and measures of financial performance variables with health organizations. (A1, A3, A4, A8 A10 & D1)
8. Demonstrate the use of basic financial ratios to determine the financial performance of health organizations. (A3, A4 & A5)
9. Describe the relationship between costing and planning budget and control. (A3, A4 & A10)
10. Develop an understanding of the basic concepts and terminology used in capital formation. (A2, A3, A4 & A7)
11. Describe key terms associated with budgeting in health organizations. (A3, & A10)
12. Describe key terms associated with healthcare reimbursement methodologies. (A2, A3 & A7)
13. Describe major payment methods in the U.S. (A7 & D3)
14. Describe code compliance issues that influence reimbursement. (D3)
15. Describe major types of voluntary health insurance plans. (A7)

16. Identify the various government sponsored health programs and to recognize the impact on the American healthcare system. (A9)

Overview of the Content to be Covered During the Semester:

Week	Topic	Readings	Assignment
1	Introduction and Course Review	No reading	1. Review the course other documents.
2	Financial Management & Organization of Financial Management Tax Status	Chapters 1. The Financial Management of Hospitals and Healthcare Organizations. Table of Financial Indicators & Ratios. (hand-out)	1. Reaction Paper
3	Organization of Financial Management	Chapter 2	1. Reaction Paper
4	Tax Statues of Healthcare Organizations	Chapters 3	1. Reaction Paper
5	Third Party Payment Medicare and Medicaid	Chapters 4 and 5	1. Reaction Paper 2. HCA Financials
6	Cost Accounting Setting Change in Healthcare	Chapter 6 and 7	1. Reaction Paper 2. Case Study
7	Cost Accounting	Chapters 6 and 7 Hospital CFO	1. Reaction Paper
8	Mid-term exam	Based on The Financial Management of Hospitals and Healthcare Organizations and lecture notes.	Open book and notes.
9	Managing Working Capital	Chapter 8	Washington County Health System Financials
10	Managing Account Receivables	Chapter 9	1. Reaction Paper

11	Managing Materials	Chapter 10	1. Reaction Paper
12	Strategic and Operational Planning	Chapter 11	1. Reaction Paper
13	Budgeting	Chapter 12	1.Reaction Paper
14	Thanksgiving Week	NO CLASS	1.Reaction Paper
15	Capital Budgeting	Chapter 13	NO ASSIGNMENT
16	Financial Analysis and Management Reporting and Future Trends	Chapter 14 and 15	Research Paper Presentation
17	Final Examination	Based on Principles of Healthcare Reimbursement and lecture notes	No Reading Assignments

Samples of your work may be reproduced for search purposes and/or inclusion in the professor's teaching portfolio. You have the right to review anything selected for use, and subsequently ask for its removal.

Instructional Methods: Class meetings will be a combination of lecture, class discussion, and guest lecturers. Written homework assignments and examinations constitute the basis of student evaluation.

Class Participation: Class participation is an integral part of the learning process. Students will be expected to remain current with the readings, contribute to discussion of the week's topics, have completed the current week's assignments, ask questions, make comments, and agree/disagree with the professor. You must come to class prepared (read chapter and other readings for the week before class and do assignments), discuss issues, and review assignments.

Team Research Paper: Each student will be assigned to a team. A research topic will be assigned to the team and each team will make a class presentation in Week 16.

**Exam Schedule and
Final Examination:**

Midterm Examination: Sept. 26, 2017

Final Examination: December 5, 2016 **Note: 6:30-7:30 PM**

Student Assessment: Assessments are linked to learning objectives for this class. Each assessment below is linked to the learning objectives (LO1-10) on pages 2-3 of this syllabus. Weighting of assignments of grading will be as follows:

Midterm Exam (LOA1-10& D3).....	100 points
Final Exam (LOA1-10 & D3).....	100 points
Reaction Papers (LO1-10 &D3).....	8 points
Research Team Paper (A1-10 & D3).....	100 points

Total	345 points
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Grading Scale:

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
0-59%	=	F

For calculation of your final grade, all grades above will be included.

Your grades **will not** be posted. All exams and assignments will be graded and returned promptly so that students may accurately calculate their grades at any point in time during the semester.

There are times when extraordinary circumstances occur (e.g., serious illness, death in the family, etc.). In such circumstances, and/or if you need additional time to satisfactorily complete any course requirement, please consult with the professor within a reasonable amount of time. *Nota Bene:* Extensions are not guaranteed and will be granted solely at the discretion of the professor.

NO EXTRA CREDIT PROJECTS WILL BE ASSIGNED!

Academic Misconduct: As a student registered at this University, it is expected that you will adhere to only the strictest standards of conduct. It is recommended that you review the latest edition of the *Student Conduct Code* book, as well as the latest *Undergraduate & Graduate Catalog* to familiarize yourself with the University's policies in this regard. Your continued enrollment in this course is an implied contract between you and the

professor on this issue; from this point forward, it is assumed that you will conduct yourself appropriately.

Academic integrity relates to the appropriate use of intellectual property. The syllabus, lecture notes, and all materials presented and/or distributed during this course are protected by copyright law. Students are authorized to take notes in class, but that authorization extends only to making one set of notes for personal (and no other) use. As such, students are not authorized to sell, license, commercially publish, distribute, transmit, display, or record notes in or from class without the express written permission of the instructor.

Academic Handbook: Students are expected to abide by the Academic Handbook, located at <http://students.georgiasouthern.edu/sta/guide/>. Your failure to comply with any part of this Handbook may be a violation and thus, you may receive an F in the course and/or be referred for disciplinary action.

University Calendar for the Semester: The University Calendar is located with the semester schedule, and can be found at: <http://www.collegesource.org/displayinfo/catalink.asp>.

Attendance Policy: Federal regulations require attendance be verified prior to distribution of financial aid allotments. Attendance will be recorded for each class. Chronic attendance problems (missing two or more classes may lead to a reduction in your grade). Attendance is required and students are expected to attend every class.

One Final Note: The contents of this syllabus are as complete and accurate as possible. The professor reserves the right to make any changes necessary to the syllabus and course material. The professor will make every effort to inform students of changes as they occur. It is the responsibility of the student to know what changes have been made in order to successfully complete the requirements of the course. Laptop computers and cell telephones must be turned off. Violation of this request may result in the professor asking you to leave the class.