

# MGT 561 Healthcare Financial Reporting

## Fall 2015 Syllabus

<b>Course Description</b>	<p>In today's quickly changing and highly challenging financial environment, it is critical for everyone involved in the delivery of health care to understand their contribution to the financial success of their organization, whether for profit or nonprofit. How do you reduce the cost of medical services and decrease the medical loss ratio? Improve the gross margin for health care drugs or products? How can you improve the bottom line? The long-term return on investment? The organization's value?</p> <p>This course helps health care practitioners understand and work with financial statements and information. The course covers the fundamental accounting concepts necessary to understand financial statements, reviews health-care accounting topics of "hot" concern, and provides a practical, real-world model for understanding an organization's financial statements. Sessions will also cover basic financial ratios for evaluating health care organizations, as well as connecting financial performance with strategic objectives.</p>										
<b>Credit Hours</b>	4 quarter credits										
<b>Faculty Information</b>	<p>Gudrun Granholm GudrunG@BoxOneLeader.com 503 352-0850</p> <p>I do not have an office on the OHSU campus. For a quick content-related question, feel free to contact me via e-mail or phone. For a longer conversation, please send me an e-mail to request an on-line phone or e-mail appointment. I encourage you to also get to know your team-mates and use them as a resource for your questions. <u>Please note: if you're sending me an e-mail, be sure to include ACTG 511 in your topic line.</u></p> <p>I will frequently be on-line throughout the quarter, including evenings and weekends. I travel regularly to deliver trainings in different locations, so you may occasionally experience a slow response, but I will respond as soon as I have an e-mail connection.</p>										
<b>General Course Meeting Information</b>	<p>This course meets Monday, September through Friday, December 11, 2015.</p> <p><b>Face-to-Face Dates:</b></p> <table> <tr> <td>Saturday</td><td>10/10/2015</td><td>9am-2pm</td><td>CDRC 3200</td></tr> <tr> <td>Saturday</td><td>12/5/2015</td><td>9am-2pm</td><td>BICC 124</td></tr> </table> <p>The remainder of the coursework is offered online through Sakai.</p>			Saturday	10/10/2015	9am-2pm	CDRC 3200	Saturday	12/5/2015	9am-2pm	BICC 124
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<b>Required Texts</b>	<p>“Accounting Fundamentals for Health Care Management”, Steven A. Finkler and David M. Ward, Jones and Bartlett Publishers, second edition (ISBN: 978-1-4496-4528-1). MSRP: \$82.86 on Amazon 7/27/15.</p> <p>“The Essentials of Finance and Accounting for Nonfinancial Managers”, Edward Fields, AMACOM, second edition (ISBN-13: 978-0-8144-1624-2; also available for the Kindle). MSRP: \$11.97 Amazon 7/27/15.</p> <p>Pricing for textbooks may vary by retailer. Additional information about pricing, electronic options (e.g., Kindle), rentals, and used copies is available through your favorite online vendor.</p> <p><b>Purpose of textbook selection</b> – both of these books are inexpensive and written for the nonfinancial manager. AF is geared to the health care audience and has a good summary of key concepts at the end of each chapter, but it is very weak on the financial statement side. By comparison the FIN text is stronger on the core accounting side but written for a general audience. It also has a great Glossary of Terms at the end of the book (starting on p. 289). I will draw from each book as appropriate for each on-line session.</p> <p><b>Additional materials</b> will be available in Sakai as part of the Course Materials. Students are encouraged to keep copies of readings and links that they may want to use in the future as the materials will no longer be available once the course is complete.</p>
<b>Course Outcomes</b>	<p>Upon successful completion of this course, students will:</p> <ul style="list-style-type: none"> <li>• Develop an understanding of the <i>basic</i> accounting and finance concepts</li> <li>• Learn to <i>read, analyze and evaluate</i> financial data in order to <i>make better business decisions</i></li> <li>• Develop a <i>strategic understanding</i> of the financials, supported by a strong understanding of the key financial statements</li> <li>• Understand how you <i>impact and contribute</i> to the financial performance of your organization</li> <li>• Understand the financials from a <i>top management view v. departmental view</i></li> </ul>
<b>Alignment in the Curriculum</b>	<p>This course is a foundation course in the Cert./MS curriculum and while this course contains aspects of all of the program’s learning goals, it focuses on the following:</p> <p><b>LG1 Healthcare Systems and Policies:</b> Understand and analyze evolving healthcare systems, health policy, and resource allocation and their impact on healthcare strategy, decisions, and operations.</p> <p><b>LG2 Strategic Decisions:</b> Analyze complex and ambiguous issues in healthcare and reason toward solutions that improve outcomes.</p> <p>There are no prerequisites for this course.</p>
<b>Attendance Requirements</b>	<p>Attendance at the face-to-face sessions is required as is participation in the online component of the course. Students are expected to be present and participate in discussions in a professional and respectful manner. Unless there is a medical emergency, failure to attend the campus sessions or participate in class will reduce your final grade by a full letter.</p>

## Grading Policy

Grades are based on the following criteria:

A	95-100%	B-	80-82%	D+	67-69%
A-	90-94%	C+	77-79%	D	63-67%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	Below 60%

Grades will be based on scores from the following:

- 25% *Forum 1 (Team grade)*
- 25% *Forum 2 (Team grade)*
- 20% *Application paper (Individual grade)*
- 30% *Final case study (Individual grade)*

Graduate credit will be granted for a class grade of C or better, however a class grade below B is cause for serious concern.

Grades are due to the Registrar's Office by December 25, 2015. Students will find official grades posted in [SISweb](#) within two weeks of the completion of the term. If at this time you do not see your grades in SISweb, please contact the Division at 503-346-0375.

## Learning Priority & Assignments

### ***Learning Priority***

To help you prioritize the tasks each week, I suggest that you tackle the week in the following manner:

- Listen to weekly e-learning units.
- Begin research/work/posting on the forum as soon as it has been released.
- Read textbook assignments for additional background and information.
- Complete any additional readings.

### ***Forums***

An important part of this course is the online Forum. You will be assigned to a small team of 4-6 people and will participate in this Forum through Sakai. There will be specific questions to discuss in the forum, and your participation is essential to the success of your individual and mutual learning experience. We will cover the forum logistics in our first campus session.

For Forums 1 and 2 each team will turn in a group paper. Each team will also complete and submit a self/peer evaluation of the team's performance. Detailed instructions will be provided in the appropriate week in Sakai.

Helpful hints for each forum. It's important for everyone to get started immediately. Many of the forums are "building blocks". To answer the second question means that you need to work on the first question.

***Helpful hints for the Final Case Study.*** The final case study will be an individual effort and will focus on your understanding of the course material and your ability to apply that learning. Each lecture and forum is a building block that helps you prepare for the final case study. A good final grade is heavily dependent on your full participation working together with, and learning from, your teammates.

**Copyright Information**

Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources. The e-learning lectures cannot be downloaded, copied, shared or distributed in any form as this is copyrighted by the author and is for your individual academic use only.

To comply with the fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time.

**Syllabus Changes & Retention**

This syllabus is not to be considered a contract between the student and the School of Medicine. It is recognized that changes may be made as the need arises. Students are responsible for keeping a copy of the course syllabus for their records. *HOWEVER PLEASE NOTE: the course outline posted on Sakai will have the most up to date information.*

**Student Access**

Our program is committed to all students achieving their potential. If you have a disability or think you may have a disability (physical, learning, hearing, vision, psychological) which may need a reasonable accommodation please contact Student Access at (503) 494-0082 or e-mail at [studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu) to discuss your needs.

You can also find more information [here](#). Because accommodations can take time to implement, it is important to have this discussion as soon as possible. All information regarding a student's disability is kept in accordance with relevant state and federal laws.

**Inclement Weather Policy**

When the weather forecaster is calling for ice or snow, call the OHSU Alert Line, 503 494-9021, for information regarding weather conditions that may affect operations at OHSU. If classes are canceled or delayed, residents and students who have patient care responsibilities must meet those obligations. See this [website](#) for details. For more information specific to the Division, please visit our [website](#).

**Academic Honesty**

Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. More information can be found online [here](#).

In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as *Turnitin* to compare a student's submitted work against multiple sources. More information about Turnitin and plagiarism can be found online through [OHSU's Teaching & Learning Center](#).

**Use of Sakai**

This course will have an online component, which can be accessed through Sakai, OHSU's online course management system. For any technical questions or if you need help logging in, please contact the Sakai Help Desk.

**Hours:**

Sakai Help Desk  
Mon – Fri, 8 am – 10 pm  
weekends 12 pm – 5 pm

**Contact Information:**

(Local) 503-494-7074  
(Toll-free) 877-972-5249  
email [sakai@ohsu.edu](mailto:sakai@ohsu.edu)

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