

Syllabus

MGT 561 Fall 2013

FINANCIAL ACCOUNTING FOR HEALTH CARE PROFESSIONALS

Course Description 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? Improve the bottom line? The long-term return on investment?

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 and provides a practical, real-world method 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.

Credit Hours 4 Credits

Faculty Information Gudrun Granholm
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503 352-0850

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. *Please note: if you're sending me an e-mail, be sure to include MGT 561 in your topic line.*

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.

General Course Meeting Information This course meets Monday, September 30 through Friday, December 13, 2013.

Face-to-Face Dates:
Saturday 10/5/2013 9am-2pm CHH 3171/3181
Saturday 11/23/2013 9am-2pm CDRC 3200

Required Texts “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). In Syllabus text is coded as AF.

“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). In Syllabus text is coded as FIN.

Purpose of textbook selection – 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.

Additional materials will be available in Sakai as part of the Course Materials.

Course Outcomes

Upon successful completion of this course, students will:

- Develop an understanding of the basic accounting and finance concepts
- Understand each of the key financial statements – the Income Statement, the Balance Sheet and Cash Flow Statement
- Learn to read, analyze and evaluate financial data in order to make better business decisions
- Understand how you impact and contribute to the financial performance of your organization

Attendance Requirements

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. Failure to attend or participate in class may adversely affect your final grade. See the gradebook for details.

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 Forum posts and participation, two problem analyses, and participation in the in-person class meetings. The point breakdown is as follows:

- *Forum 1 (team grade) – 20%*
- *Application paper (Individual grade) – 10%*
- *Forum 2 (Peer participation grading) – 30%*
- *2 Quick quizzes (2 submissions allowed) – 10%*
- *Final case study and peer evaluations – 30%*

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 one week after the end of the term. Students will find official grades posted in [ISIS](#) within two weeks of the completion of the term. If at this time you do not see your grades in ISIS, please contact the Division at 503-346-0375.

Learning Priority & Forums

LEARNING PRIORITY

- 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 Forum 1 each team will turn in a group paper. For Forum 2 the teams will complete a self-review 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 (limited to 3 page response) 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 and 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. The e-learning lectures are protected by separate copyright and may not be copied in any form without the author's express written permission.

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 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 – 8 pm

Contact Information:

(Local) 503-494-7074,

(Toll-free) 877-972-5249

email sakai@ohsu.edu

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