

# **SYLLABUS: MGT 561 – FINANCIAL ACCOUNTING FOR HEALTH CARE PROFESSIONALS**

**TERM, YEAR AND CAMPUS:** Winter term for 2013; campus session meetings in BICC 124

## **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? How can you improve the bottom line? The long-term return on investment? The organization's value?

This session 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 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**

**PREREQUISITE REQUIREMENTS:** No prior accounting required. Basic knowledge of Excel is very helpful (set up a spreadsheet, perform basic math functions such as add and subtract)

## **INSTRUCTOR:**

Gudrun Granholm, CEO  
Box One, Inc.  
24461 E. Welches Road, Suite 4  
Welches, OR 97067  
503 352-0850 (phone line with e-mail alert)  
[gudrung@boxoneleader.com](mailto:gudrung@boxoneleader.com)  
Website: BoxOneLeader.com

## **OFFICE HOURS:**

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.**

## ONLINE HOURS:

I will frequently be on-line throughout the quarter, including evenings and weekends. I travel extensively 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.

## COURSE OBJECTIVES, COMPETENCIES OR OUTCOMES

- Develop an understanding of the *basic* accounting and finance concepts
- Learn to *read, analyze and evaluate* financial data in order to *make better business decisions*
- Develop a *strategic understanding* of the financials, supported by a strong understanding of the key financial statements
- Understand how you *impact and contribute* to the financial performance of your organization
- Understand the financials from a *top management* view v. *departmental* view

## REQUIRED TEXTS OR READINGS

- “Accounting Fundamentals for Health Care Management”, Steven A. Finkler and David M. Ward, Jones and Bartlett Publishers, 2006 or later edition (ISBN-13:978-0-7637-2675-1), latest edition (edition 2). In Syllabus text is coded as AF.
- The “Accounting Fundamentals for Health Care Management” book also includes end-of-chapter questions and problems, available on the author’s website <http://www.jbpub.com/catalog/9780763726751>.
- Other relevant literature and resources provided on-line for each session.

## SUPPLEMENTAL OR SUGGESTED READINGS AND EXERCISES

- **Optional Textbook (this book will be used as the main textbook in ACTG 512):**

“Fundamentals of Healthcare Finance”, Louis C. Gapenski, Health Administration Press, latest edition, available in paperback.

## COURSE LOGISTICS

At the end of this Syllabus, you will find a Summary Course Outline showing due dates and some of the required textbook readings. ***For detailed information about materials to read or to post, please go to Sakai and look at the “Course Materials” section for the appropriate week.***

## ATTENDANCE REQUIREMENTS

There are only two opportunities for us to meet live during the semester. **Attendance is mandatory at these meetings.** The residency is an integral part of the program because of academic quality and accreditation. The opportunity to meet with others in your cohort/class and interact with them as well as the instructors is an essential component of maintaining the high educational quality standards set by the School. Missing these campus session would, essentially, be the equivalent of missing

approximately 20% of a campus-based class. In addition, the regional and national organizations that accredit the institution and the program require us to adhere to this structure.

Excused absences from the residency are only allowed in the event of an extreme personal or family emergency. This includes such things as serious personal illness or injury or a serious emergency, illness or death in the family. If you experience an event that meets these criteria, please notify me as soon as you are able. This is a very strict policy because of the critical importance of the residencies.

### **LEARNING PRIORITY:**

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

### **ONLINE DISCUSSION EXPECTATIONS:**

1. An important part of this course is the online Forum. You will be assigned to a small group 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.
2. **At the end of the forum discussion period, one or more members of the group, who have been designated as the Rapporteur for the group for that particular week, will summarize the discussion for the rest of the class. Each Rapporteur depends on their teammates to be significant contributors to the research and learning related to each forum. I ask each team to please advise me immediately if a team member is not participating in, or contributing to, the forums. If a teammate is not contributing in a genuine and significant way to developing answers to each forum question, the team may choose to “vote that person off their island”. The person voted off the island will then be responsible for handing in Rapporteur summaries for each of the forums.**
3. 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. Detailed information on the specific logistics will be posted in each forum instruction.
4. Helpful hints for the Final Case Study. Participate in each forum with the same level of intensity required to prepare your own Rapporteur summary. Each forum is a building block that helps you prepare for the final case study. A good final grade is heavily dependent on full participation in each of the forums.
5. Don’t worry if you feel lost or if you’re having trouble trying to start answering a forum question. Ask your team for help, for clarification, for explanation. Each forum is released on a Monday and **speed is of the essence.**

## **MID POINT AND PEER EVALUATIONS**

Grades will be partly based on the evaluation of team members, the faculty advisor and project sponsor if applicable. Student members of each team will therefore be asked periodically to evaluate the contribution of each member of the team, including their own. The final grade will incorporate the grade of each deliverable as well as the interim assessments.

## **PARTICIPANT GRADING IS BASED ON THE FOLLOWING**

- Rapporteur and sub-team summaries from forum discussions and mid-point peer evaluations – 40%
- Quick quizzes (2 submissions allowed) – 20%
- Final case study and peer evaluations – 40%

## **GRADING POLICY**

Grades are assigned based on the following criteria:

- A: 90 to 100% (A- cutoff is 90 to 94.9)
- B: 80 to 89% (B- cutoff is 80 to 84.9)
- C: 70 to 79% (etc.)
- D: 60 to 69%
- F: Below 60%

## **COURSE COORDINATION**

The course is taught in a combined on-campus and on-line manner using the OHSU online learning platform Sakai. The on-line portion of the course is taught completely asynchronously. Teaching modalities include:

The off-campus portion of the course consists of:

- Sequential access to the entire course via the OHSU Sakai system
- Handouts of PowerPoint slides and cited references
- Reading assignments in the form of PDFs, Microsoft Word documents, URL's
- Forum case study discussions and submissions
- On-line multiple-choice self-tests
- Final case study

The on-campus portion of the course consists of:

- Two Saturday campus sessions

## **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.

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.

## **SYLLABUS CHANGES AND 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 summary course outline posted on Sakai will have the most up to date information.*

## **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. See [http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT\\_rank=1#](http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1#).

*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.*

## **STUDENT ACCOMMODATIONS**

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 [orchards@ohsu.edu](mailto:orchards@ohsu.edu) to discuss your needs. You can also find more information at <http://www.ohsu.edu/student-access>. 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.

You may also visit <http://www.ohsu.edu/xd/education/student-services/education-diversity/student-access/index.cfm> to identify your Program Accommodation Liaison (PAL).

## **INCLEMENT WEATHER**

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. This hot line will offer specific recorded messages for road conditions on OHSU's Marquam Hill and West campuses (option

1), and for patients (option 2), students (option 3) and employees (option 4). If extreme weather conditions present potentially unsafe situations, the provost of the university may choose to delay or cancel classes, or alter office and research activities. If classes are canceled or delayed, residents and students who have patient care responsibilities must meet those obligations. For more information, please view the [website](#) or call the above hotline.

## **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 at 503-494-7074.