University of Florida
College of Public Health & Health Professions Syllabus
HSA 5174: Fundamentals of Healthcare Finance (3)
Spring: 2016
Delivery Format: On-Campus

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Prerequisites

MHA and MPH students are expected to have a basic understanding of the health services system (HSA 6114) and the management of health services organizations (HSA 6115). Other students are welcome, but may require some additional readings in the above areas.

PURPOSE AND OUTCOME

Course Overview

This course is the introductory (first) healthcare finance course for MHA students and the sole required finance course for MPH (Management and Policy) students. The course focuses on the most important accounting and financial management principles and concepts relevant to health services and public health organizations. Note that the course is the first course in a two-course healthcare finance sequence for MHA students. As such, it is designed primarily to provide a knowledge of fundamental principles. The skills and abilities to apply this knowledge will be attained in the second course.

Relationship to Program Outcomes

This course is designed to provide students with the financial tools needed by healthcare services and public health managers to make better financial, strategic, and operational decisions.

Course Objectives and/or Goals

Course Objective Upon successful completion of this course, students will be able to:	Assessment (Number of Exam Questions)	MHA Program Competency	MPH Program Competencies
Understand the environment in which healthcare finance is practiced	5	Assess multiple dimensions of financial performance to measure and improve the financial viability of provider organizations.	Effectively manage public health programs and projects. Apply principles and theory of budget preparation, managerial accounting, and financial management to organizations in the health sector.
Explain the format and contents of a healthcare organization's financial statements	18		
Assess a healthcare organization's financial condition	7		
Apply basic managerial accounting concepts, including costing, pricing, and budgeting	20		
Perform basic time value analyses	7		
Explain basic financial risk and return concepts and how they apply to financial decision making	9		
Understand the types of financing used by healthcare organizations	10		
Estimate the cost of capital of a healthcare organization	4		
Explain how healthcare organizations establish their capital structures	3		
Perform basic capital investment analyses	12	Evaluate clinical and organizational performance using statistical and operations management techniques and procedures.	
Explain basic current asset management techniques	5		

Instructional Methods

Readings, lectures, and discussion are the primary learning tools. The benefits that you receive from this course are directly related to your class preparation and participation---in other words, to the effort that you put into the course.

DESCRIPTION OF COURSE CONTENT

Course Schedule

Week	Date(s)	Topic(s)	Text Chapter
1	Jan 6	Introduction/The Healthcare Environment	1,2
2	13	Cost Behavior and Profit Analysis *PH Tutorial I (Estimating Costs and Margins)	5
3	20	Cost Allocation	6
4	27	Pricing and Service Decisions/Planning and Budgeting PH Tutorial II (Financial Planning and Budgeting)	7,8
5	Feb 3	Income Statement and Statement of Changes in Equity	3
6	10	Balance Sheet and Statement of Cash Flows PH Tutorial III (Financial Reporting)	4
7	17	Financial Condition Analysis PH Tutorial IV (Assessing Financial Performance)	17
8	24	Midterm Examination	1,2,3,4,5, 6,7,8,17
9	Mar 2	Spring Break	
10	9	Time Value Analysis	9
11	16	Financial Risk and Required Return	10
12	23	Long-Term Debt and Equity Financing PH Tutorial V (Financing Public Health Services)	11,12
13	30	Capital Structure and the Cost of Capital	13
14	Apr 6	Capital Budgeting PH Finance Tutorial VI (Financial Evaluation of New Program Initiatives)	14,15
15	13	Current Asset Management and Financing PH Tutorial VII (Billings and Collections)	16
16	20	Final Examination	9,10,11,12, 13,14,15,16

*Public Health Tutorials

Course Materials and Technology

Materials

Gapenski, *Healthcare Finance: An Introduction to Accounting and Financial Management,* 6th Ed., 2016. (Required)

PowerPoint slides used for lectures and sample examinations will be distributed electronically as necessary.

Seven public health finance tutorials will be distributed during the course. The purpose of these tutorials is to help MPH students understand how basic healthcare finance concepts are applied within public health organizations, primarily local health departments (LHDs). **MHA students are encouraged to read these tutorials**, as they provide alternative coverage of selected healthcare finance topics. Unique public health content will **NOT** be covered in examinations.

A financial calculator is **NOT** required for this course. Numerical examination questions can be solved with a regular calculator (or by applying logic). The focus of this course is to understand basic concepts; applications will be the focus of HSA 6177. Note that in real world applications (and in HSA 6177) spreadsheets, not financial calculators, are used to perform calculations.

ACADEMIC REQUIREMENTS AND GRADING

Grading

Final grades will reflect your performance in these areas:

Requirement	Number of Points
Midterm examination	50
Final examination	50
Total points	100

Here are the **approximate** point score to letter grade translations:

Total Points	Letter Grade
92-100	A
90-91	A-
83-89	B+
70-82	B
65-69	B-
60-64	C

Be aware that C- is not an acceptable grade for graduate students. A grade of C counts toward a graduate degree only if an equal number of credits in courses numbered 5000 or higher have been earned with an A.

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at:

http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Finally, note that the assignment of letter grades will be influenced by the overall performance of the class. In other works, a rising tide lifts all boats.

Policy Related to Required Class Attendance

Students are expected to attend all classes unless extreme circumstances make attendance impossible. Any class absences must be approved by the instructor beforehand. Approvals will include the means by which a student will make up his or her absence.

Please note all faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details:

http://www.registrar.ufl.edu/catalogarchive/01-02-catalog/academic_regulations/academic_regulations_013_.htm

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

Students are expected to arrive for class on time, and be prepared and ready to participate in class discussions. Students are required to silence all cell phones and close all laptop computers during class unless they are to be used to support directed class activities.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

> https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/
> http://gradschool.ufl.edu/students/introduction.html

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Online Faculty Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu so make sure you include a statement regarding the value and expectation for student participation in course evaluations. We suggest you include a comment regarding how you will use the evaluations (e.g. to make specific improvements to the course and teaching style, assignments, etc.). It is also important to make some statement regarding the direct influence they have on faculty tenure and promotion, so your input is valuable. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/

SUPPORT SERVICES

Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, you must register with the Dean of Students Office http://www.dso.ufl.edu within the first week of class. The Dean of Students Office will provide documentation to you, which you then give to the instructor when requesting accommodation. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: http://www.counseling.ufl.edu. On line and in person assistance is available.

- You Matter We Care website: http://www.umatter.ufl.edu/. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.

- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: https://shcc.ufl.edu/

- Crisis intervention is always available 24/7 from the Alachua County Crisis Center: (352) 264-6789 or

http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx

BUT – Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.