



Course Syllabus: **Healthcare Financial Management I**
College of Health Sciences and Human Services
HSAD 5113
Fall 2024 – 8/26/24 – 12/09/24

Contact Information

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Course Description

This healthcare financial management course cover topics including financial analysis, budgeting, and cost determination, accounting and finance basics, and how to use financial statements to understand an organization's financial health. Lean Six-Sigma, data analytics, and various types of analyses are also covered. Managers need to understand how to interact more effectively with finance personnel in their hospital or practice settings, and how to make informed financial decisions.

Textbook & Instructional Materials

Ross, T. K. Baker's Health Care Finance: Basic Tools for Nonfinancial Managers. 6th Ed. Jones and Bartlett Learning. ISBN-13: 9781284233162.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

I assume that the written work you turn in reflects your own ideas and your own words, unless you specifically attribute them to another source. Very limited amount of quotation for written assignments is acceptable. When paraphrasing, appropriate acknowledgement of the ideas, works, writings, or opinions that you

borrow must be stated. Academic dishonesty is not acceptable and is a breach of the student code of ethics.

Dishonesty includes, but not limited to:

- 1) Plagiarism
- 2) Submitting work that was not prepared by you (fraud)
- 3) Helping another student with their work when expressly prohibited (cheating).

TurnItIn: MSU takes plagiarism very seriously and the university has provided a multitude of resources to help students avoid intentional and non-intentional plagiarism. TurnItIn is an excellent plagiarism checker and runs a report each time you submit an assignment. You have access to a version of the report through the Assignments area and this report provides a similarity index. I encourage you to review your TurnItIn report as it highlights areas that need better paraphrasing. Many times it will also highlight resources and headers, so please ignore these as they are not of concern. I review the TurnItIn report for EVERY assignment and if I see concerns, I will contact you and we will discuss the situation. It is good practice to always paraphrase, cite and reference throughout most of your papers. While there are times when students like to provide direct quotes, please note that the majority of your paper needs to be written in your own words (paraphrased) with appropriate citation. Please let me know if you have questions.

Note: TurnItIn reports will be generated for Excel documents; however, I do not look at these since they include calculations and templates instead of written papers.

AI Statement

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Course Grade - See tables below.

Table 1: Points allocated to each assignment

Homework 8 @ 60 points ea.	480
Discussion 8 @ 30 points ea.	240
Case Studies 5 @ 40 points ea.	200
Comprehensive Final Exam	80
Total Points	1000

Table 2: Total points for final grade.

Grade	Points
A	900
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

Homework

There will be Homework and Case Study assignments assigned throughout the semester. All assignments should be completed in Excel and/or Word depending on the assignment guidelines. You must show your work to earn full points. Assignments will not be accepted late. Requests to turn homework in late must be submitted at least three days prior to the due date and will only be given in extreme circumstances. Each exercise and calculation should be completed in a tab within the Excel templates. Some assignments require both an Excel and Word document.

Discussions

Each module will have one discussion that consists of questions to be answered. These questions will help you explore the concepts outlined in the textbook and you should think about how this will help you in your future career. Each module will contain a variety of questions that will be explored during the discussions.

Student responses should be provided in the text window within the discussion area and NOT as an attachment. Students are encouraged to type their responses in Word and copy/paste into the discussion response window.

Your responses must be carefully thought out, and draw upon the readings or other appropriate outside sources. For each discussion, students should post his/her discussion and also respond to others' posts (at least two classmates'). Initial discussion posts should include at least two peer-reviewed sources in addition to your text. Initial discussion posts should be between 250-300 words and responses should be at least 75-150 words. Peer responses should include at least one peer-reviewed source. The points earned depend on your context, the quote of the literature, your response to others, etc. Responses to others' posts should be thoughtful and add to the discussion – a response of "I agree" will not earn any points. Online discussions are meant to replace in-class discussions.

Final Exam

The final exam will be held on December 6th, is cumulative, online and will be timed. Exams in this class will use Respondus Lockdown Monitor. Please ensure you are able to access a distraction-free environment for at least several hours on this date. **More details will be provided as we get closer to the exam time.**

Extra Credit

No extra credit is accepted for this class.

Late Work

All work **must** be turned in on time. Late work **will not** be accepted unless you have prior permission to turn it in late. Permission must be requested at least 3 days prior to the due date (e.g., if it's due on the 10th you must request permission to turn it in late by no later than the morning of the 7th). Permission will only be given if very unusual or extenuating circumstances arise. Computer and work issues do not count as unusual or extenuating circumstances as you have plenty of time to complete each assignment. Don't wait until the last minute to complete your assignments as technical, family, or work-related issues should arise.

Make-up Work/Tests

No makeup work or makeup tests are accepted for this class.

Important Dates

Last day for term schedule changes: 8/29/2024. Check the date on the [Academic Calendar](#).

Deadline to file for graduation: 9/23/2024. Check the date on the [Academic Calendar](#).

Last Day to drop with a grade of "W:" 11/25/2024 Check the date on the [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the

grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records daily. The instructor must give the student a verbal or written warning before being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified

persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use, or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License-to-carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by the MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Module	Task/Assessment	Start Date	Due Date
Module 1 - Introduction to Analytics, Predictive Analytics, Decision-Making	Getting to Know You Discussion	8/28/2023	9/2/2023
	Discussion 1: Initial Discussion Posting		
	Read: Chapter 1 Introduction to Analytics and Decision Support	8/28/2023	9/9/2023
	Read: Chapter 2 Predictive Analytics		
	Read: Chapter 3 Decision-Making in Healthcare		
	Discussion 1: Peer Responses		
Homework 1: Chapter 1, 2, 3 Exercises			
Module 2 - Facility Location and Facility Layout	Discussion 2: Initial Discussion Posting	9/10/2023	9/16/2023
	Read: Chapter 4 Facility Location	9/10/2023	9/23/2023
	Read: Chapter 5 Facility Layout		
	Discussion 2: Peer Responses		
	Homework 2: Chapter 4 and 5 Exercises		
Module 3 - Flow Processes and Improvement, and Staffing	Discussion 3: Initial Discussion Posting	9/24/2023	9/30/2023
	Read: Chapter 6 Flow Processes and Improvement	9/24/2023	10/7/2023
	Read: Chapter 7 Staffing		
	Discussion 3: Peer Responses		
	Homework 3: Chapter 6 and 7 Exercises		
Module 4 - Scheduling, Productivity, and Performance Benchmarking	Discussion 4: Initial Discussion Posting	10/8/2023	10/14/2023
	Read: Chapter 8 Scheduling	10/8/2023	10/21/2023
	Read: Chapter 9 Productivity and Performance Benchmarking		
	Discussion 4: Peer Responses		
	Homework 4: Chapters 8 and 9 Exercises		
Last Day to Withdraw with a "W"		10/30/2023	
Module 5 - Resource Allocation and Supply Chain and Inventory Mgmt	Discussion 5: Initial Discussion Posting	10/22/2023	10/28/2023
	Read: Chapter 10 Resource Allocation	10/22/2023	11/4/2023
	Read: Chapter 11 Supply Chain and Inventory Management		
	Discussion 5: Peer Responses		
	Homework 5: Chapters 10 and 11 Exercises		
Module 6 - Quality Control and Improvement	Discussion 6: Initial Discussion Posting	11/5/2023	11/11/2023
	Read: Chapter 12 Quality Control and Improvement	11/5/2023	11/18/2023
	Read: Chapter 13 Project Management		
	Discussion 6: Peer Responses		

and Project Mgmt	Homework 6: Chapters 12 and 13 Exercises		
	Thanksgiving Break	11/21/2023 through 11/26/2023	
Module 7 - Queuing Models and Capacity Planning	Discussion 7: Initial Discussion Posting	11/19/2023	12/2/2023
	Read: Chapter 14 Queuing Models and Capacity Planning	11/19/2023	12/2/2023
	Read: Chapter 15 Simulation		
	Discussion 7: Peer Responses		
Homework 7: Chapters 14 and 15 Exercises			
Module 8 - Course Reflection	Discussion 8: Initial Discussion Posting (viewable starting 11/23)	12/3/2023	12/9/2023
	Homework 8: Reflection Paper (viewable starting 11/23)	12/3/2023	12/9/2023
	Discussion 8: Peer Responses		
	Comprehensive Final Exam	12/6/2023	