Name of Instructor: Hamilton
Office: virtual
Office Hours: by appointment
E-Mail: Jacqueline.hamilton@tamucc.edu
Office Telephone: 361-825-3618 (msg)

Financial Management in Health Care

COURSE DESCRIPTION:
This course provides an introduction to health care financial management including selected topics from financial accounting, management accounting, finance, internal audit and personal finance. Health care payment and classification systems will be studied and practical applications emphasized.

COURSE OBJECTIVES:
1. Explains selected components of the economic aspects of planning
2. Interprets selected components of the economic aspects of organization
3. Applies selected components of the economic aspects of staffing
4. Analyzes selected components of the economic aspects of control

REQUIRED TEXTS AND RESOURCES:
(access code for on-line materials is not required)

RECOMMENDED TEXTS:

LEARNING EXPERIENCES AND TEACHING METHODS:
Discussion, lecture, independent reading, group assignments, and in-class exercises are used to stimulate the development of an understanding of the principles of health care finance. In preparation as a knowledge worker, the student is responsible for the identification of individual learning needs, self-direction, and demonstration that learning has occurred. TAKE NOTES; ask questions - there is no such thing as a stupid question. Review your notes between classes and ask your instructor to clarify points that are not well understood before the start of another topic. Faculty will provide guidance to assist every student’s successful completion of this course.

GRADING OF COURSE ACTIVITIES
The relative contribution to the final course grade is distributed as follows.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter quizzes</td>
<td>260</td>
<td>25%</td>
</tr>
<tr>
<td>Discussions</td>
<td>120</td>
<td>12%</td>
</tr>
</tbody>
</table>
Homework & In Class 250 points 24%
Midterm/Budget Exam/ Final 300 points 29%
Budget Presentation 100 points 10%
Total Points 1030

Grading Scale of the College of Nursing and Health Sciences:
90 – 100%: 927-1030 points A
83 – 89%: 855-926 points B
75 – 82%: 773-854 points C
67 – 74%: 690 -772 points D
Less than 67%: fewer than 690 points F

INSTRUCTOR POLICIES:
1. Written assignments: Students are expected to follow instructions associated with the assignments for this course. Students who are confused about an assignment should contact the instructor in a timely manner to ensure satisfactory completion of the assignment on the date it is due. Unless otherwise instructed, students should use the APA Publication Manual, 6th Edition as a reference for formatting and organizing written assignments. Points will be deducted for poorly written papers.

2. Students are held responsible for the information given in the current catalog and student handbook. Students are asked to take special note of the University penalties associated with academic dishonesty. All work handed in by students must be their own work. Extracts, quotes, or ideas presented by others must be acknowledged and properly referenced. Group work is held to the same standards of honesty. Refer to APA Manual for the proper way to use and cite quoted material.

3. Students are expected to use the classroom discussion to examine principles of health care finance. It is assumed that students will prepare for each class so that they can make knowledgeable contributions. All contributions should be made in a respectful manner and the discussion should be an orderly sharing of ideas. NO disrespect to classmates will be tolerated.

4. Written assignments must be turned in on the required date unless other arrangements have been made with the course instructor ahead of the due date. Students are expected to review the syllabus throughout the semester to ensure that they complete class assignments correctly.

5. Students are expected to complete an anonymous course evaluation at the end of the course. The practice of providing feedback to educational experiences is consistent with professional responsibilities.

6. Attendance and active participation in face to face class meetings and on-line discussions is necessary to achieve course objectives and to receive full credit for in class work. Group work is also required, and all students are expected to contribute at a similar level within groups.
7. All cellular phones and other similar devices MUST BE TURNED OFF during lectures unless they are used for approved course research. Students may be asked to put all electronic devices away if they appear to be distractions. Students using computers for class notes will be asked to put them away if they are reading email or conducting business not directly related to classroom activities.

8. Students are expected to demonstrate professional behavior in the classroom. Professional behavior is consistent with TAMU-CC and College of Nursing and Health Sciences rules for student behavior in the classroom. Students should review the TAMU-CC catalog and student handbook if they are unsure of the attributes of acceptable behavior. Faculty will take actions to eliminate any behavior that interferes with class activities. Students who are asked to leave the classroom because of disruptive behaviors will be responsible for the material covered over the lecture period. The Academic Integrity Guide available on the College of Nursing and Health Sciences website outlines additional actions that faculty may take when students violate the Academic Integrity Standards of the College.

9. Examination Guidelines. Students are required to take exams when scheduled. Only an extreme emergency will be considered for a make-up exam. Any student unable to sit for an exam must contact the instructor PRIOR to the class period in which the exam is scheduled. Missing an exam will be counted as an absence in the class and zero (0) points earned on the exam.

10. Extra Credit. From time to time during the course, the Instructor, the CONHS, and/or the CONHS Health Sciences Program Coordinator may announce one or more extra course credit point opportunities available to students enrolled in CONHS’ Health Sciences Program courses, including this course. In previous semesters, such announcements identified student opportunities to participate in educational and service events both on and off-campus and out-of-town. Examples of such events have been attendance at American College of Healthcare Executives-sponsored educational events, participation in designated Health Sciences Association service events, and other designated events. The Instructor will determine the values of the various types of extra course credit points awarded to the student for participating in the announced event. In order to receive the extra course credit points, students are required to sign-in on designated forms provided at the extra course credit event. Aside from the above-announced opportunities, no extra course credit point work will be considered or accepted from students.

Each student is responsible for notifying the instructor of the need for personalized test-taking environments BEFORE the scheduled exam date. Except for the final exam, exam dates, times, and locations are subject to change. At instructor discretion, exams may be offered in the online classroom.

POLICIES:
Evaluation Input from Students
The faculty of the College of Nursing and Health Sciences places great value on evaluative input from students. Evaluation of courses, instructors and clinical facilities provides the College with important data which is used to strengthen the program. Data is analyzed as to trends and themes.
and is important to curriculum and sequencing decisions. All evaluations for courses posted are online. The online mechanism allows us the opportunity to tabulate and store information in order to analyze trends within the curriculum. Please be assured that this information is secured and not released until after grades are submitted. No names are available to faculty. In order to garner some reliability and validity, the College must have representative data from the student population. That representation, based on the literature, has been set at 70%. The College is anticipating that students will thoughtfully participate in the evaluation process which will assist the faculty with the growth of the program. A link to evaluations will be available on Blackboard toward the end of the semester. Thank you in advance for your assistance with the evaluation process.

Academic Integrity and Honesty
It is expected that University students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is intentionally, knowingly, or carelessly presenting the work of another as one’s own). Please see the following sites for additional information: University Student Handbook and Code of Conduct: http://www.tamucc.edu/~students University catalog related to academic integrity and honesty: http://catalog.tamucc.edu/ University Rules and Procedures: University Procedure 13.02.99.C3.01 Academic Misconduct Cases

Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at 361.825.5816 or visit the office in CCH 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disabilities Services office for assistance at (361) 825-5816.

Title IX
As part of the Texas A & M Corpus Christi University policy, pregnant students are urged to contact the Title IX office for facilitation of academic issues impacted by pregnancy, delivery and subsequent complications. Contact information: Mr. Samuel Ramirez, Title IX Coordinator or Ms. Rosie Ruiz, Deputy Title IX Coordinator (825-5826).

Active Military Duty
Active duty military personnel, military spouses, and veterans with special circumstances (eg: deployment, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the course and clinical instructor.

Grade Appeals Process
The College of Nursing and Health Sciences (CONHS) adheres to the University’s student grade appeal procedures described in Section 13.02.99.C2.01 (revised May, 2013) and follows those guidelines. See http://academicaffairs.tamucc.edu/Rules_Procedures/ for the University procedure and see http://conhs.tamucc.edu/shb/ for the CONHS process identified in the Student Handbook.

Support Services
Students are encouraged to seek faculty assistance in accessing University Services, including tutoring, health services, personal counseling, degree counseling, financial aid, learning resources, job/work placement, career guidance, and computer/technical support/instruction. If a student is interested in other support services provided by the University, the student is encouraged by the College of Nursing and Health Sciences and the University to seek these services.

COURSE CALENDAR

<table>
<thead>
<tr>
<th>Unit</th>
<th>Assignments</th>
<th>Assessments</th>
</tr>
</thead>
</table>
| 1    | Thurs -Welcome and Course Introduction  
      Read Ch 1, 2  
      Lecture Ch 1  
      Group Meetings | Introductions Discussion- 30 pts  
      Chapter quizzes- 20 pts |
| 2    | Read Ch 3,4,5  
      Lecture Ch 2, 3, 4 | Chapter quizzes- 30 pts  
      In-Class Group work, flow chart- 25 pts |
| 3    | Read Ch 6, 7, 8  
      Lecture Ch 5,6,7 | Chapter quizzes – 30 pts  
      Discussion – 30 pts  
      In-class group work on income – 25 pts |
| 4    | Read Ch 9, 10  
      Lecture Ch 8 | Chapter quizzes – 20 pts  
      In-class Group work on inventory – 25 pts |
| 5    | Read Ch 11, 12  
      Lecture Ch 9 | Chapter quizzes – 20 pts  
      Discussion – 30 pts |
| 6    | Read Ch 13, 14  
      Lecture Ch 10, 11, 12 | Chapter quizzes – 20 pts  
      In-class group work on staffing – 25 pts |
| 7    | Read Ch 15, 16, 17  
      Lecture Ch 13, 14 | Chapter quizzes – 30 pts  
      Homework- personal budget – 50 pts  
      In-class group work on ratios – 20 pts |
| 8    | Read Ch 18, 19, 20  
      Lecture Ch 15, 16 | Chapter quizzes – 30 pts  
      Discussion – 40 pts |
| 9    | Budget Presentation Requirements  
      Review  
      **Midterm exam in class CH 1-14** - | **Midterm – 100 pts** |
| 10   | Read Ch 21, 22  
      Lecture Ch 17, 18, 19, 20, 21 | Chapter quizzes – 20 pts  
      Homework – Group work – simple interest – 25 pts |
<p>| 11   | Read Ch 23 | Chapter quizzes – 10 pts |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 12   | Best Practices 3-6                         | Homework – Group work – Operating budget – 50 pts  
|      |                                            | **Budget Presentation due xxxr, 100 points** |
| 13   | Budget Presentations                        | In class                                  |
| 14   | Final Exam Budget                          | Final - In class – 100 pts                |
| 15   | No class                                   |                                            |
|      | **Final Exam Ch 15-24/Best Practices 1-6** | Final, Online – 100 pts                  |