Course Number: NSP 4869

Course Title: Fundamentals of Healthcare Finance for Registered Nurses
Course Credit: Three (3) Credits

Instructor: To be determined

Day/Time/Location: Web-based
Orientation – On line

Course Description: This course provides the learner with fundamental knowledge and tools to promote fiscal accountability and effectiveness when providing services as a direct care giver or nurse leader/manager.

Prerequisites: NUR 3078 (Information Technology Skills for Nurses); NUR 3805 (Educational Transitions for RNs); NUR 4895 (Education Role of the Nurse)

Course Objectives:
At the conclusion of this course students will be able to:

1. Define the responsibilities of nurses and nurse leaders related to the financial performance of an organization.
2. Discuss the framework of health care finance in the United States.
3. Evaluate tools used to develop and monitor workload measures.
4. Discuss relevant accounting principles and the budgeting process.
5. Differentiate between capital and operating budgets.
6. Build the business case for quality and safety.
7. Define variance and discuss causes of variance.
8. Utilize financial statements to assess the financial health of an organization.

Student Learning Outcomes

1. Identify key partnerships and strategies that support quality care, safety, collaborative decisions and successful financial operations
2. Utilize most appropriate tools to evaluate, explain and correct variances in controllable costs.
3. Apply basic financial principles in justifying a capital expenditure.
4. Assess the financial standing of sample organizations using standard financial reports.

Topical Outline:

I. Foundations for Fiscal Accountability in Healthcare
   a. Organizational Structure
   b. Mission/Values
c. Leadership  
d. Role of nursing in achieving financial success  

II. Patients First: Providing values based and quality services  
a. The Business Case for Quality  
b. Promoting Financial Success through Evidence Based Practice  
c. Data/Information needed to manage effectively  
d. Communication, shared purpose and collaboration across departments  

III. Cost Management  
a. Workload measurement  
b. Productivity measures and monitoring  
c. Costs and issues related to staff  
   i. Labor Laws  
   ii. Staffing/scheduling plans  
   iii. Retention and recruitment  
   iv. Investing in staff  

IV. Budgets and the Budgeting Process  
a. Operating Budgets  
b. Capital Budgets  
c. The Budgeting Process  
d. Measuring Performance  
   i. Variable vs. fixed costs  
   ii. Controllable costs  
   iii. Variance Analysis and Reporting  
e. Budget Cuts  

V. Financial Frameworks  
a. Accounting Principles and Terminology  
b. Financial Statements and Financial Position  
c. Internal Accounting Information  

VI. Revenue  
a. Reimbursement vs. the Cost of Services  
b. Nursing’s role in the Revenue Cycle  
c. For-profit vs. Not-for-profit motivations  

VII. The Health Care Quagmire: How did we get into this mess and is there a way out?  
a. Overview of US Healthcare Financing System  
b. The Debate on cost drivers of US Health Industry  
c. Health Care Reform: Achievable in Our Lifetime?  

Course Expectations:  

This is a Web-Based Course available on Blackboard. It is necessary that you have access to a computer that has software access to PowerPoint or PowerPoint Reader and that you have an established HSC Email Account. Microsoft Word is the word processing program required by the University and is the format required for all written assignments submitted for a grade in this course. Blackboard 9: Firefox web browser is recommended as your browser. www.Mozilla.com/firefox. You can also use Safari. If you need assistance, please contact USF IT. 813 - 974-1222  

It is expected that the learners will demonstrate initiative in seeking learning experiences that will enable them to achieve the course objectives. This includes reviewing all modules, reading required readings, participating in on-line discussions and completing all requirements
by the assigned dates. Each student is responsible for notifying faculty if unable to meet any of these requirements.

Faculty will be available by email, telephone and by appointment via virtual office. Email will be considered the communication method of choice. Please email with suggested dates and times for virtual office appointments. Confirmation of the appointment will be sent. Phone appointments may also be arranged using the same email method. Emails will be reviewed daily Monday through Friday. If an email message requires a response, the student should receive that response within 48 hours. If the student has not received that response within the 48 hour time frame, please email again.

A general discussion board will be used to facilitate communication with and among faculty and students. This discussion board will also be reviewed Monday through Friday unless student notified otherwise.

**Student Expectations:**
Assignments are due on or before the posted due date for summative evaluation. (Please check the class schedule for specific information and deadline dates). There will be no assignments for extra credit.

**Submission of course materials:** All course materials must be submitted through the assignment section of BlackBoard.

**Return of graded course materials:** Graded course materials will be returned within 10 working days of submission whenever possible. They may be completed on line and file attached to the assignment section (where you submitted) or attached to the comment section of the grade book for each assignment.

**Evaluation Methods:**

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<thead>
<tr>
<th>Evaluation Method</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Discussion Board: Assigned article reviews (3)</td>
<td>30%</td>
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<tr>
<td>Group project: Capital budget item justification</td>
<td>20%</td>
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<tr>
<td>Variance analysis simulation exercise</td>
<td>35%</td>
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<tr>
<td>Financial statements analysis</td>
<td>15%</td>
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**Grading Scale:**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>B</td>
<td>84-92%</td>
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<tr>
<td>C</td>
<td>75-83%</td>
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<tr>
<td>D</td>
<td>67-74%</td>
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<tr>
<td>F</td>
<td>66 and below</td>
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**Teaching Strategies:**
- Web-based Lectures
- Case Studies and simulation
- Blackboard Discussion
- Curriculum-based projects

**Mandatory Check-in Policy for Web-based Classes**
Students enrolled in web-based classes must check in by Friday at 5 pm in the first week of the semester. Failure to do so will result in the student being dropped from the class.

Withdrawal Policy

Withdrawal Policy (approved Faculty Council 12/15/06; revised 1/19/07)
Withdrawals are limited to 1 per course, with a limit of 2 per undergraduate or graduate program. Withdrawals are defined as officially withdrawing from any class after the Drop/Add period, and before the final Withdrawal date as outlined in the Academic Calendar. Any student withdrawing in excess of stated policy may be dismissed from the College of Nursing, unless the College of Nursing has pre-approved a documented Medical and/or Emergent situation.

Incomplete Guidelines

Definition: An incomplete grade ("I") is exception and awarded at the instructors discretion only when students are unable to complete course requirements due to illness or other extenuating circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may be eligible for an “I” when:
- Majority of the student’s work for a course has been completed before the end of the semester
- The work that has been completed must be qualitatively satisfactory
- The student has requested consideration for an “I” grade as soon as possible but no later than the last day of finals week.

University Policy on Religious Observance:
No student shall be compelled to attend class or sit for an examination on a day or time prohibited by his or her religious belief. In accordance with the University policy on observances of religious days, students are expected to notify their instructors if they intend to be absent for a class or announced examination prior to the scheduled meeting.

Student Disability Services:

Student Disability Services exists to ensure that students with disabilities have the technical, academic, and emotional support necessary to achieve academic and personal success. The Office obtains and maintains disability-related documentation, certifies eligibility for services, determines reasonable accommodations and ensures the provision of services. “Students in need of academic accommodations for a disability may consult with the office of Students with Disabilities Services to arrange appropriate accommodations. Students are required to give reasonable notice prior to requesting an accommodation.”

Resale of Class Materials
The sale of class recordings or notes is not permitted.

Institutional Guidelines
General Info:

Nursing Academic Policies and Procedures: [http://health.usf.edu/nocms/nursing](http://health.usf.edu/nocms/nursing)
Student Rights and Responsibilities and Code of Conduct:
http://www.sa.usf.edu/srr/page.asp?id=81

Disruption of Academic process/Academic Integrity of Students:
This information can be found in Section 7 of the Graduate Catalog

Disruption of the academic process and violations of policies regarding academic integrity will not be tolerated.

Plagiarism: Plagiarism will not be tolerated and is grounds for failure. This information can be found in Section 7 of the Graduate Catalog.

The University has an account with an automated plagiarism detection service (*SafeAssign*) which allows instructors and students to submit student assignments to be checked for plagiarism. The instructor reserves the right to 1) request that assignments be submitted as electronic files and 2) submit student’s assignments to *SafeAssign*, or 3) request students to submit their assignments through *SafeAssign* through my USF. Assignments are compared automatically with a database of journal articles, web articles, the internet and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized. For more information about plagiarism and *SafeAssign* visit:

Plagiarism tutorial at: [http://www.c21te.usf.edu/plagiarism/index.html](http://www.c21te.usf.edu/plagiarism/index.html)

Student Government Procedure: Review USF Academic Grievance Policy at Section 7, Graduate Catalog

Special Accommodations: Visit the Students with Disabilities Services (SDS) website at [http://sds.usf.edu](http://sds.usf.edu)

Campus Closure Policy:
Emergency Preparedness for Academic Continuity
[http://www.usf.edu/h1n1/emergency-preparedness-for-academic-continuity.asp](http://www.usf.edu/h1n1/emergency-preparedness-for-academic-continuity.asp)

Holidays and Religious Observances:

Students who anticipate the necessity of missing any exam due to the observance of a major religious observance should provide notice of the date/s to the instructor, in writing, by the second class meeting.


Library Resources:

USF Library resources and Services: [http://lib.usf.edu](http://lib.usf.edu)
Shimberg Health Sciences Library: [http://library.hsc.usf.edu](http://library.hsc.usf.edu)
Shimberg Health Library Tutorials: [http://library.hsc.usf.edu](http://library.hsc.usf.edu) (follow links under Instructional Services section)


[http://owl.english.purdue.edu/owl/resource/5601](http://owl.english.purdue.edu/owl/resource/5601)

Sample paper:

[http://owl.english.purdue.edu/owl/resource/5618](http://owl.english.purdue.edu/owl/resource/5618)

**Required Textbooks & Resources:**


**Optional Text:**


**Resources and Required Readings:** Will be included in individual modules.

The schedule, policies, and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the faculty and students.