

Course Syllabus
University of Texas at Dallas
Healthcare Accounting

Course Information

Course Prefix, Number, Section:	HMGT 3311.002
Course Title:	Healthcare Accounting
Term:	Fall 2019
Schedule:	Thursday 4:00pm – 6:45pm
Location:	JSOM 2.903

Professor Contact Information

Instructor:	Daniel Karnuta, MST, CPA, CGMA
Email (Preferred):	Daniel.Karnuta@utdallas.edu
Phone:	214-578-3390
Office Location:	JSOM 2.416
Office Hours:	Tuesday 4:00pm – 6:00pm; Wednesday 10:00am - Noon

Course Pre-requisites, Co-requisites, and/or Other Restrictions

ACCT 2301

Course Description

This course is an introduction to the determination, development, and use of accounting information needed by management and healthcare providers to make financial decisions that manage risk and create economic value, while satisfying the customer/patient experience. The course is designed to benefit all students who will be future users of accounting/financial information, especially in the healthcare community.

Student Learning Objectives/Outcomes

- Obtain a basic understanding of accounting concepts/principles
- Conduct cost-volume-profit analyses focusing on revenue and expense drivers
- Analyze and evaluate key elements of healthcare to make informed decisions
- Strategically analyze healthcare companies along with industry trends for planning purposes
- Enhance organizational communication skills using critical thinking approaches via case study presentations
- Understand how to use relevant information in the decision-making process

Required Textbooks and Materials

Financial Management of Health Care Organizations, 4th Edition. (ISBN: 978-1-118-46656-8) by William N. Zelman, Michael J. McCue, Noah D. Glick and Marci S. Thomas. Published by Jossey-Bass, A Wiley Brand.

Assignments & Academic Calendar

The planned timeline below is subject to change at the professor's discretion, based upon classroom dynamics around the discussion topics. Some topics may warrant more/less time. Chapter references and Questions/Problems are found in our textbook described above.

<u>Class</u>	<u>Date</u>	<u>Topics Covered</u>	<u>Pre-Read Assignment</u>	<u>Suggested Questions/Problems</u>
1	Aug 22	The Context of Healthcare Financial Management	Chapter 1	All Key Terms & Review Questions
2	Aug 29	Provider Payment Systems	Chapter 13	All Key Terms & Review Questions
3	Sept 5	Principles and Practices of Healthcare Accounting Quiz 1 (CHs 1,13&3) Opens 9/5; 10pm	Chapter 3	All Key Terms & Review Questions: 6,7,10,11,17 & 20
4	Sept 12	Healthcare Financial Statements Quiz 1 Closes 9/12; 7pm	Chapter 2 & Appendix A	All Key Terms & Equations & Review Questions 4,7,10,13,16,18 & 23
5		Test #1 Covering Chapters 1,2,3&13 Plus Class Material at Testing Center Sept 19th – 20th 8:30am-9:00pm	No Class Sept 19th	No Class Sept 19th
6	Sept 26	Financial Statement Analysis	Chapter 4	All Key Terms & Review Q's: 2,4,7,13,16 & 23
7	Oct 3	Financial Statement Analysis (cont.)	Chapter 4	See Above
8	Oct 10	Working Capital Management	Chapter 5	All Key Terms & Q's: 2,3,5,13,15,17,18,21,24, 27,33,36 & 40
9	Oct 17	Working Capital Management (cont.)	Chapter 5	See Above
10	Oct 24	The Time Value of Money	Chapter 6	All Key Terms & Questions: 2, 8,10,11, 16,19,22,25,32,37,39,44
11	Oct 31	The Investment Decision Quiz 2 (CHs 4 thru 7) Opens 10/31; 10pm	Chapter 7	All Key Terms & Q's: 3,6,8,10,12,16,22 & 28
12	Nov 7	Presentation Workshop Quiz 2 Closes 11/7; 7pm	N/A	N/A
13	Nov 14	Team Project Presentations	Team Project Submissions Due Nov 8th @ 11:00pm	N/A
14	Nov 21	Using Cost Information to Make Special Decisions	Chapter 9	All Key Terms & Q's: 2,3,5,8,10,12,14,17,20,25
15	Dec 5	Budgeting	Chapter 10 & Appendix I	All Key Terms & Q's: 3,7,10,11,16,17,19,23,27 & Appendix I: Exhibit I.1 c, e, I.5b
	TBD	Final Exam Covering Chapters 4,5,6,7,9 & 10 Plus Class Material at the Testing Center	N/A	N/A

Grading Policy – (see also Course & Instructor Policies, below)

Weighting:

Test #1	25% [Register at the Testing Center]
Final Exam	30% [Register at the Testing Center]
Case Project	20%
Quizzes	15%
Class Participation	10%
Total	<u>100%</u>

Grading will be on a standard A-F scale (i.e., A=90-100; B=80-89; C=70-79; D=60-69; F=below 60). There will be no +/- modifiers to final grades, except in cases where a grade is on the extreme border of the next grade level, in which case a + modifier will be assigned. For example, a score of 89 will receive a B+. There will be no (-) modifiers.

Tests/Exams

Test #1 and the final exam will be non-cumulative, but the nature of accounting will require you to retain an understanding of previously covered material. Both tests will be multiple choice format.

Test locations will be determined prior to the exams and will **likely be given at the UTD Testing Center**. ***Students must register at the testing center as soon as possible*** and are required to be familiar with the Testing Center Procedures found at: <http://www.utdallas.edu/studentsuccess/testingcenter/>. Estimated dates for the exams are listed above. Final dates/times will be given in class.

Exams will be closed books/closed notes. If you have a documented emergency that will prevent you from taking an exam on the scheduled day(s), you need to notify me BEFORE the exam day. Supporting documentation will be required and a make-up date may be scheduled at my discretion. There are no “extra credit” opportunities available in this course.

Non-programmable, non-cell phone financial calculators will be allowed during exams. Use of all other electronics such as cell phones, PDAs, computers, programmable calculators, audio players and other wireless communication devices will not be permitted unless the professor so designates. ***Students will not be permitted to leave the exam room and return once a test has started, so make sure you come to an exam prepared to complete the exam in one sitting.***

Team Project

In this class, you will participate in a team project which utilizes the information from class lectures and our textbook to perform a real-world, financial statement analysis of a company. Your team will select a company from the following industries: Hospital Provider, Pharmaceutical, Healthcare related Manufacturing or Health Insurance. The team will use the company’s most recently filed form 10-K (if a public company) or annual report (if a non-public company) as the primary data source for the project analysis. Using information from the multiple years presented in the company’s financial statements, your team will evaluate the company’s strengths and weaknesses versus industry averages or one of its industry competitors (using similar data from that competitor company). Your team will submit a written report (not exceeding 5 pages) on eLearning via *Turnitin* by the due date above. A designated team “secretary” will submit the paper and all group members will be able to view the results and feedback once it has been graded. Your team will also present its findings to the class via an

executive summary presentation. Grades will be based on the strength of the analysis and how well it supports your conclusions, as well as the quality of the presentation. More detailed project instructions and grading criteria can be found on this classes' eLearning site.

Quizzes

There is a **syllabus quiz** on eLearning in the Quizzes folder that **you must complete by August 29 at 4:00pm**. Failure to complete the quiz on time will result in a **5-point reduction** to your final grade score.

There will be two quizzes covering the material discussed in class and our textbook. These quizzes will be available on eLearning and will have a time limit. Once you start a quiz, the time clock will begin and you must complete the quiz in one sitting, within that time limit. You have some flexibility as to when you take the quizzes, but they **MUST** be taken & completed before the testing date window closes. The testing date/time windows will be announced in class. The purpose of these quizzes is to ensure that you are keeping up with the material covered and to provide you with progress feedback on your understanding of the material. There will be **NO** opportunities for makeup quizzes. It is your responsibility to ensure that you complete the quizzes on time. **Specific quiz-related rules/items:**

- The quizzes will **automatically close at the end of their respective date & time windows.**
 - **Any partially completed quizzes will be automatically submitted as final when the testing date and/or time window(s) close.**
 - Students must access eLearning to take the quizzes.
 - Students must access the quizzes **from a reliable computer with a reliable internet connection.** Therefore, it is highly advised that students access the quizzes only via a trusted UT Dallas internet connection and not through a public connection, such as a Starbucks. The quizzes will be timed and must be completed in a single-sitting; therefore, once the time window has closed, any partially completed quizzes will automatically submit and no credit will be given for unanswered questions, even if the date window is still open. **You will not be able to pause a quiz and come back to it later. You must complete the full quiz in one-sitting; thus, plan accordingly. You will only receive one attempt at each quiz.**
 - It will be **considered cheating** if you assist any other student with a quiz or if you copy or photograph any quiz questions.
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Homework & Attendance

The “Suggested Questions/Problems” outlined in the Assignments & Academic Calendar, above, are to provide you with practice applying the concepts that we will discuss and are an integral part of the learning process. Homework problems should be completed with the reading assignments **prior** to the class lecture on the topics. When you come to class, you will already have read through the textbook material and completed the homework problems related to the topics we will be discussing in class that day. It is important for the learning process that you have a working knowledge of the material prior to the more in-depth class lecture/discussion. My expectation is that you will apply your critical thinking skills to the material and come to class prepared to contribute to the discussion. I encourage you to work with other class members to

complete the homework assignments. Homework will not be collected and/or graded specifically. Class participation accounts for 10% of your final grade. I will take attendance to determine part of that score, and your actual contribution to the classroom discussion (through your pre-class reading and problem-solving preparation) will determine the other part.

Course & Instructor Policies

Grades will reflect your performance relative to your peers; thus, grades may be curved (at my discretion), but only if a curve is necessary due to final grade distribution.

Financial analysis requires critical thought and questioning. Learning any complex concept, material or task requires not only quality practice, but also adequate time for the brain to absorb, assimilate and retain the new data. Quality pre-reading of the material prior to class, further absorption through class instruction and participation, and adequate review and exam preparation, form the path for initial learning success of this, or any, complex material.

Cell phones should be turned off during class. Laptop computers and PDAs are **NOT** permitted to be open in class, except for when they are needed for case study work.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.