

**Health Services 403  
Financial Accounting  
Fall 2005**

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**Office:** CHS 41-259E

**Class time:** Thursday 4:00 – 7:00 PM

**Location:** CHS 61-269

**Office Hours:** Fridays 12-1, and by appointment

**Description-** The purpose of this course is to introduce basic concepts of accounting and provide the basis for understanding the language of business. HS-403 is the first of a two course-sequence in health care financial management in the MPH-Health Services Management Program. The second course, HS 436 “Healthcare Financial Management” is offered during the winter quarter of the Program’s first year.

**Competencies-** By the end of this course, students should be able to: (1) understand the fundamentals of accounting information with an emphasis on financial statements; (2) understand financial and managerial reporting and key assumptions; (3) develop skills in reviewing internal controls to safeguard assets; and (4) develop skills in analyzing information conveyed in financial statements.

**Textbook and Readings-** Zelman, WN, MJ McCue, and AR Millikan, *Financial Management of Health Care Organizations*, Malden, Mass., Blackwell, 2003. Additional readings and cases will be handed out in class.

**Grading**

Grades will be assigned based on individual and group performance.

<b>Assignment</b>	<b>Percentage of Grade</b>	<b>Date Due</b>
Class participation (Individual)	10%	Sessions 1-9
Exam (Individual)	25%	Session 2-9
Peer Evaluation (Individual)	10%	Session 9
Presentation Evaluation (Individual)	5%	Session 9
Written Report (Group)	30%	Session 9
Final Presentation (Group)	20%	Session 9

**Grade Breakdown**

98-100 = A+ ; 93-97 = A ; 90-92 = A-  
88-89 = B+ ; 83-87 = B ; 80-82 = B-

Sessions and Topics- HS- 403- Fall 2005

Session	Date	Topics	Readings
1	9/29	Course Introduction Financial Statement Components	Zelman 1, 2 ; Handout
2	10/6	Financial Statement Components Laboratory-Library	Zelman 2; Handout
3	10/13	Financial Statement Components	Zelman 2, 3; Handout
4	10/20	Cost Accounting & Activity Based Costing	Zelman 12, Handouts
5	10/27	Financial Statement Components	Zelman 3; Handout
6	11/3	Healthcare Billing & Coding Principles	Handout
7	11/10	Internal Controls Sarbanes-Oxley	Handout
8	11/17	Financial Statement Analysis Presentation Guidelines	Zelman 4, Handout
NA	11/24	THANKSGIVING HOLIDAY	NA
9	12/1	Business Entities ; Financial Markets & IPO	Handouts
10	12/8	Analysts' Presentations	Handouts

**Group Project-** Students will organize into teams of three to four members. Team members are urged to study together and assist each other throughout the course. Each team will be assigned a healthcare organization for its project. Team members must work together jointly, and not to divide the project into parts. Team members will be grading each other's participation in the project. Each team will submit a report, and make a presentation.

**Project Guideline-** Acting as analysts, research the firm, the industry, and the competitors. Collect financial and other related information to support your analysis. Recommend whether your audience should be stakeholders in the respective organization. The report and the presentation should include:

- Firm's background;
- Firm's industry background / status
- Major competitors;
- Relevant key financial ratios
- Recent news and views on the firm, competitors, industry. (**Weekly discussion**)
- Predictions / projections on the future of the firm, competitors, industry

The written report should be approximately 10 pages, and include an executive summary. The supporting documents should be included in the appendices part of the report. The PowerPoint presentation is limited to **15 slides**, and is due by 8 AM on Monday **December 5** via e-mail attachment. The presentation should be prepared and rehearsed for timing and transition among presenters. The presentation is limited to **20 minutes**, including Q & A at the end of the presentation. The hardcopy of the report and power point is due at the last session.