

**University of Florida**  
**College of Public Health & Health Professions Syllabus**  
**HSA 5174 Fundamentals of Healthcare Finance (3 credits)**

Semester: 2023 Spring  
 Class time: Wednesday, 10:40 AM – 1:40 PM  
 Classroom: G307  
 Delivery Format: On-campus and online lectures  
 Course Website available in Canvas

Instructor Name: Santanu K. Datta, PhD, MBA, MS  
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 Office Hours: By appointment  
 Teaching Assistant: Allison Carrier, MHA, PhD candidate  
 Preferred course communications: Canvas email

## **PURPOSE AND OUTCOME**

### **Course Overview**

This course is the introductory (first) healthcare finance course for MHA students and the sole required finance course for MPH-PHM students. The course focuses on the important accounting and financial management principles and concepts relevant to health services and public health organizations. Note that the course is the first course in a two-course healthcare finance sequence for MHA students. As such, it is designed primarily to provide a knowledge of fundamental principles. The skills and abilities to apply this knowledge will be attained in the second course.

### **Relation to Program Outcomes**

This course is designed to provide students with the fundamental principles of finance and accounting applied to healthcare services to make better financial, strategic, and operational decisions as healthcare administrators and public health officials.

### **Course Objectives and Competencies**

<b>Course Objectives Upon successful completion of this course, students will be able to:</b>	<b>MHA Program Competency</b>	<b>MPH Program Competencies</b>
Understand the environment in which healthcare finance is practiced	Assess multiple dimensions of financial performance to	Effectively manage public health programs and
Explain the format and contents of a healthcare organization's financial statements		
Assess a healthcare organization's financial condition		
Apply basic managerial accounting concepts, including costing, pricing, and budgeting		
Perform basic time value analyses		

Review basic financial risk and return concepts and how they apply to financial decision making	measure and improve the financial viability of provider organizations.	projects.  Apply principles and theory of budget preparation, managerial accounting, and financial management to organizations in the health sector.
Understand the types of financing used by healthcare organizations		
Estimate the cost of capital of a healthcare organization		
Explain how healthcare organizations establish their capital structures		
Perform basic capital investment analyses	Evaluate clinical and organizational performance using statistical and operations management techniques and procedures.	
Explain basic current asset management techniques		

### Instructional Methods

This course is taught through lectures, homework assignments, and three exams. Reading assignments must be read **before** class so that we can have engaged class discussions. Homework assignments are to be completed **after** class lecture and reviewed the following week. Your participation in the class is vital to its success.

### DESCRIPTION OF COURSE CONTENT

#### Outline/Course Schedule

All reading assignments, including textbook chapters and papers, should be read **before class** to facilitate your learning and class discussions. If you miss class, it is your responsibility to obtain notes, handouts, and a summary of the lesson/class activities from the missed class. The syllabus and course schedule is subject to revision. Confirm deadlines in class and always check Canvas for updates.

Week	Wednesdays	Topic
1	Jan. 11	<b>Introduction to the Course</b> - Introductions - Review syllabus <b>I. The Healthcare Environment</b> - Ch. 1: Healthcare Finance Basics
2	Jan. 18	<b>II. Financial Accounting</b> - Ch. 3: Financial Accounting Basics, the Income Statement, and Statement of Changes in Equity
3	Jan. 25	- Ch. 4: The Balance Sheet and Statement of Cash Flows
4	Feb. 1	<b>III. Managerial Accounting</b> - Ch. 5: Cost Behavior, Organizational Costing, and Profit Analysis
5	Feb. 8	- Ch. 6: Departmental Costing and Cost Allocation
6	Feb. 15	<b>** Exam 1 via HonorLock **</b>
	Feb. 22	- Ch. 7: Service Line Costing and Pricing
8	Mar. 1	- Ch. 8: Financial Planning and Budgeting
9	Mar. 8	<b>IV. Basic Financial Management Concepts</b> - Ch. 9: Time Value Analysis

10	Mar. 15	<b>SPRING BREAK!</b>
11	Mar. 22	- Ch. 10 Financial Risk and Required Return
12	Mar. 29	<b>** Exam 2 via HonorLock **</b>
13	Apr. 5	<b>VI. Capital Investment Decisions</b> - Ch. 14: The Basics of Capital Budgeting
14	Apr. 12	- Ch. 15: Project Risk Analysis
15	Apr. 19	- Ch. 16: Revenue Cycle and Current Accounts Management
16	Apr. 26	- Ch. 17: Financial Condition Analysis
16	May 3	<b>** Exam 3 **</b>

**Note:** V. Long-Term Financing, which includes chapters 11-13, will not be covered in this course.

**Caveat:** The above schedule is my current plan and objectives for the course. However, as we progress through the semester, the plan may change to enhance learning opportunities or due to extenuating circumstances. Any changes will be announced in class and notification via Canvas. Students are personally responsible for obtaining updated information regarding these changes.

### Course Materials

#### Required Textbook:

Reiter KL and Song PH. *Gapenski's Healthcare Finance: An Introduction to Accounting and Financial Management*. Health Administration Press, Chicago, USA. Available at: <https://www.ache.org/learning-center/publications/books/24171>

#### Technology

Required Equipment: Computer with high-speed internet access and use of a supported browser. To access this course, you will use your Gatorlink ID and password to login to the course (via Canvas).

**\*\* All lectures will be recorded and uploaded to the Zoom Cloud so that students can access the lecture at a later time.**

For technical support for this class, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

### ACADEMIC REQUIREMENTS AND GRADING

#### Exams (75% weight)

75% of your overall grade will be based on your performance on the 3 exams (25% each), each covering around 4 chapters of the textbook. The exams will be taken through Honorlock and will be closed-book/notes exams. Study guides will be provided and time will be taken prior to the exam dates to review materials. However, these are "guides"-- questions may involve more detail and information than what is in the guides. The goal as graduate students is to be able to think critically and not to just "learn to the test."

#### Homework (25% weight)

Questions from the end of each chapter will be assigned as homework. Homework will to be submitted the week following the week in which content was covered in class. The homework questions will be reviewed in class. Homework will be graded based on completion with reasonable responses given rather than the correctness of the answers. You will be allowed to miss two homework assignments, for whatever reason, without penalty. Missed homework assignments beyond that will require excused absences that meet university guidelines.

#### Grading

Point system used (i.e., how do course points translate into letter grades).

Points earned	93-100	90-92.99	87-89.99	83-86.99	80-82.99	77-79.99	70-76.99	67-69.99	63-66.99	60-62.99	Below 60
Letter Grade	A	A-	B+	B	B-	C+	C	D+	D	D-	E

Letter Grade	A	A-	B+	B	B-	C+	C	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

A greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at:

<http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

#### Policy Related to Required Class Attendance

Class attendance is a critical component of the learning process. Students are expected to arrive for class on time, be prepared and ready to participate in class discussions. Students are expected to be present for all classes, since much of the material will be covered only once in class. Students are responsible for obtaining notes, handouts, and summary of the lesson/class activities if a class is missed. The syllabus and course schedule is subject to revision so remember to always check Canvas for updates if you missed class. Please note all faculty are bound by the UF policy for excused absences. Excused absences must be consistent with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>). Additional information can be found here: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>. Unless an emergency, please inform me ahead of time regarding your upcoming absence so that any necessary accommodations can be made.

#### Make-up Tests

Unless an emergency, you must contact the instructor and teaching assistant at least 24 hours in advance if you will miss an exam and explain what issue (e.g., bereavement, illness) necessitates lateness. In some cases, documentation may be requested. If a lateness allowance is agreed to, this applies to the single exam only. It does not allow you to delay future assignments. Make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>. For excused absences students will be permitted a reasonable amount of time to make up the material or activities covered in their absence. If you miss a test and a make-up test is approved, the test will be made up during the earliest date possible, ideally during office hours.

#### Technical Issues

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me or the TA within 24 hours of the technical difficulty if you wish to request a make-up.

#### Policy on Collaboration

You are encouraged to form studying teams for exam preparation.

#### Policy Related to Guests Attending Class:

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy: <http://facstaff.php.ufl.edu/services/resourceguide/getstarted.htm>

## STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

## Expectations Regarding Course Behavior

### Electronic Device Policy:

Use of electronic devices (laptops, tablets, and cell phones) **unrelated to the course** is not permitted during lectures. The necessity of classroom interaction in this course negates the usefulness of electronic devices as a note-taking device. The use of your electronic device (e.e., cell phone) during class can also prove distracting to your classmates, so please refrain from using your electronic devices during class.

When use of electronic devices is permitted, please adhere to the following-

- Charge your device fully before coming to class.
- Set your laptop volume control to mute or off before coming to class.
- Remember to always keep your laptop closed during presentations and other specific in-class activities.
- Do not engage in unauthorized communication or entertainment (web surfing, instant messaging, chat room chatting, DVD viewing, music playing, game playing, etc.) either by laptop or smartphone during class unless it is part of the lesson.
- The expectation is any use of technology will be conducted in a professional and appropriate manner.

### Online Etiquette

For further clarification about appropriate emails, threads, chats and online collaborations, please visit *Netiquette Guidelines*: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

### Guest Lecturers

If we have a guest lecturer this semester, please be respectful and participant, make sure to arrive on time, and refrain from staring at your phone.

### Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

**“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”**

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

**“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”**

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

### Online Faculty Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

## SUPPORT SERVICES

### Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, you must register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. The College is committed to providing reasonable accommodations to assist students in their coursework.



### **U Matter, We Care**

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

### **Counseling and Student Health**

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On-line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter, We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:  
Alachua County Crisis Center: (352) 264-6789  
<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

### **College of Public Health and Health Professions Inclusive Learning Environment:**

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: [www.multicultural.ufl.edu](http://www.multicultural.ufl.edu)