New Course Request

Indiana University

South Bend Campus

Check Appropriate Boxes: Undergraduate credit [X] Graduate credit [] Professional credit []

1. School/Division: Business & Economics
2. Academic Subject Code: BUS-4

3. Course Number: 411 (must be cleared with University Enrollment Services)
4. Instructor: Dr. D. Singh

5. Course Title: Health Care Financial Management of Long-Term Care Facilities

Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Summer 2008

7. Credit Hours: Fixed at 3 or Variable from ______ to ______

8. Is this course to be graded SF (only)? Yes [X] No

9. Is variable title approval being requested? Yes [X] No

10. Course description (not to exceed 50 words) for Bulletin publication: [See attached]

11. Lecture Contact Hours: Fixed at 2-5 per week or Variable from ______ to ______

12. Non-Lecture Contact Hours: Fixed at 0 or Variable from ______ to ______

13. Estimated enrollment: 20 of which 5 percent are expected to be graduate students.

14. Frequency of scheduling: Once a year. Will this course be required for majors? Yes (for health care)

15. Justification for new course: New business concentration

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

[Signature]
Department Chairman/Division Director

Date 12/7/07

Approved by:

[Signature]
Dean

Date 12/10/07

Dean of Graduate School (when required)

Chancellor/Vice-President

[Signature]

University Enrollment Services

Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
Hi Susan,

As you may be aware, due to restructuring of SPEA, an undergraduate degree program, Health Care management, has been assigned to B&E for development and offering next fall. Initially it was assumed that course changes will be sufficient for this new program in B&E as we have planned to offer the program next fall. However, recently we have been told that we have to submit these on forms for new courses and get the approval of the Senate Curriculum Committee before posted for remonstrance. I was told you have scheduled your meeting on December 14th at 10:00 AM. Would you please let me know if that is correct. We are trying our best to get our course posted for remonstrance as we have already scheduled for the fall. The faculty members involved in the program are working on these forms and they should be ready soon. I need to get the approval of the B&E Curriculum Committee and the Dean’s signature for these forms. Would you please let me know when would be the latest that I can bring these to you so that the Committee can review them in this last meeting?

Thank you,

Agha Sabaghli

Asghar Sabaghli, PhD
Associate Dean and
Professor of Decision Sciences
School of Business and Economics
Indiana University South Bend
1700 Mishawaka Ave
South Bend, IN 46615

Tel: (574) 520-4387
Fax: (574) 520-4866
E-Mail: SAEBAGHI@IUSB.EDU
BUS-H 320 Systems of Health Care Delivery (3 cr.) This course examines the foundations and historical precedents for the current health care system in the United States. It also covers the structures, processes, and policies for delivering health care services, and briefly reviews alternative systems used in other countries.

BUS-H 352 Health Care Financial Management (3 cr.) P: BUS-A 201, P: BUS-A 202. An introductory course that includes an overview of financial statements, costing of health care services, breakeven analysis, pricing decisions, budgeting, cost control, and basic financial management concepts such as time value analysis and financial risk.

BUS-H 354 Economics of Health Care (3 cr.) P: BUS-E 103, BUS-E 104. This course acquaints students with the application of economic principles to the delivery of health care services. It examines the demand-side and supply-side characteristics of health care, the economics of private and public health insurance, and the economic perspectives of health care policy.

BUS-H 402 Hospital Organization and Management (3 cr.) P: BUS-H 320. An overview of the governance, organization, and operational management of major institutions of health care delivery. Topics such as performance measurement, quality and economy, and organized physician and nursing services are included.

BUS-H 411 Management of Long-term Care Facilities (3 cr.) This course covers the organization and management of long-term care facilities, with particular emphasis on skilled care nursing homes. Topics include community and client exchanges, the legal and regulatory environment, financing and reimbursement, clinical organization and processes of care delivery, and managing the organization.
Course Description
The course focuses on the institutional management of long-term care facilities. However, much of the content covered in this course is also valuable in managing other types of health care organizations. Theoretical learning is reinforced by case studies and a first-hand project based on site visits to a local long-term care facility.

Course Objectives
1. Develop an understanding of long-term care services, the rational integration of these services, and long-term care policy.
2. Relate the understanding of external environment and exchanges to facility management.
3. Survey the laws and regulations governing nursing facilities.
4. Get an overview of financing and reimbursement for skilled nursing facilities.
5. Understand the clinical, social, and residential structures constituting the internal environment.
6. Survey the main clinical processes of skilled care delivery and how they are integrated into individualized patient care.
7. Understand the concepts of effective management and leadership.
8. Address the issues of nursing staff planning, turnover and retention, and absenteeism.
9. Learn how to market nursing home services.
10. Understand the processes and tools for quality and productivity improvement.
11. Observe how some key long-term care delivery concepts are applied in actual practice.

Textbook
Some cases will be placed on reserve in the IUSB library. Students can make individual copies of the cases for personal use.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Homework and class participation</td>
<td>40</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>20</td>
</tr>
<tr>
<td>Mid-term exam ¹</td>
<td>80</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>25</td>
</tr>
<tr>
<td>Final exam ¹</td>
<td>100</td>
</tr>
<tr>
<td>Project, class presentation, and written report ²</td>
<td>65</td>
</tr>
</tbody>
</table>

Total: 330

Notes:
1. Materials covered in the two exams will be non-cumulative.
2. Requirements for the project will be discussed in class.

Note: In addition to earning an overall passing grade, the student must pass the final exam in order to pass the course.
Student Performance and Determinants of Success: While the tips given here do not guarantee success, past experience shows that successful students follow these rules very seriously:

- Regular class attendance, including on-time attendance.
- Careful study of assigned readings before coming to class. Attentive listening in class.
- Class participation: asking questions, making an attempt to answer questions raised in class by the instructor and by other students, and active participation in class discussions. Taking notes on the concluding summarization of a discussion.
- Review study materials and class notes at home. Diligently study for each exam.
- Seek help and advice from the instructor. When there are early indications that you may not be performing to your full potential, it is highly recommended that you discuss this early in the semester. Waiting till the end of the semester is generally too late.

Attendance Policy
Regular attendance is expected, and the instructor will maintain a record of attendance. Habitual tardiness is disruptive, so students are expected to be in class on time. If you have to leave early for any reason, you should notify the instructor ahead of time.

Make-up Policy:
As a general rule, there is no make-up for any missed work. Make-up for papers, quizzes, and exams may be permitted only under exceptional circumstances such as major illness or injury, or unexpected major events affecting a student’s immediate family such as death. Appropriate documentation from a physician or funeral home will be required. A student may request make-up on account of other personal circumstances, such as having to be out of town, provided arrangements are made with the instructor at least two weeks in advance, but any such requests for make-up will be limited to one quiz during the semester and the mid-term exam.

Policy on a grade of Incomplete (I):
An Incomplete is not automatic. The student must specifically request it. There must be extraordinary circumstances (other than academic performance) preventing a student from completing the course during the semester. Supporting documentation for the extraordinary circumstances must be produced. The student must have completed at least 75% of the coursework with a passing grade. The instructor will provide the student in writing the requirements for completing the course.

Withdrawal:
Withdrawal with a grade of W: The student has the responsibility for complying with the University’s withdrawal policy. Contact the Registrar’s office for further details. If a student does not officially withdraw from the course, a grade of F is recorded.

Classroom Conduct:
Any activity or behavior that interferes with teaching or learning in this class could be cause for adverse action, such as suspension, dismissal, and/or a penalty on the final grade. A final grade of D- or F (at the sole discretion of the instructor) is reserved for those students who continue to act irresponsibly in class after they have been counseled once.
It is recognized that students sometimes have personal needs, but please be thoughtful and courteous. For instance, no beepers or buzzers should sound in the classroom. Shut off such devices before entering the classroom. The only exception made is for emergency personnel who are on call, provided the instructor has been notified in advance. Private conversations should be kept to a bare minimum. As a general rule, if you have something to talk about, share it with the rest of the class. If you have missed something or did not understand something, ask the instructor. Students are also expected to give their undivided attention when others are talking. Frequent private meetings in the classroom will result in a failing grade regardless of a student’s overall performance.

**Academic Integrity:**
The *Code of Student Rights, Responsibilities, and Conduct—Indiana University* (available at [http://www.iusb.edu/~stulife](http://www.iusb.edu/~stulife)) is incorporated and made part of this syllabus. Misconduct, such as cheating, fabrication, plagiarism, interference, and any kind of disorderly conduct, will negatively affect a student’s grade, and may also be subject to disciplinary action, including dismissal from the University.

**Means of Contact:**
A student’s IUSB e-mail address is the only official means for communicating with the student.

**Special Needs:**
Students needing special accommodation (generally because of a disability) should contact Student Academic Support Services (Phone: 520 4479).
COURSE SCHEDULE

Jan 12  Open system concepts  (LM¹ 1-6)  Ch 1 (pp. 5-26)
Jan 19  Community and client exchanges (LM 1-7)  Ch 2 (pp. 45-57)
   Homework due: Lockwood Manor Convalescent Home: Analyze this case before coming to class. Study the section
   “People with AIDS on p. 65 of the textbook in conjunction with this case
Jan 26  Legal and regulatory environment  Ch 3
   Homework assignment for next week (Qs 1 and 2, p. 113)
Feb  2  Financing and reimbursement  Ch 4
   Quiz 1; Homework assignment for next week (Qs 1 to 4; pp. 145-146)
Feb  9  Part II (pp. 173-175); Clinical, social, and residential structures  Ch 5
   Homework assignment for next week (Qs 1 and 2, p. 206)
Feb 16  Nursing home evolution and cultural change (LM 1-8)  Ch 6 (pp. 209-228)
Feb 23  Mid-term exam
   Social services, admission, and discharge (LM 1-10)  Ch 7 (pp. 236-260)
Mar  2  Spring Break
Mar  9  Medical care, nursing, and rehabilitation  Ch 8
   Homework assignment for next week
Mar 16  Recreation and activities; Dietary services (TM 1-5, 9-10, 15)  Chs 9 and 10
   Discussion of project
Mar 23  Plant and Environmental Services.
   Homework assignment for next week
Mar 30  Administrative and information systems (TM 1-7, 11-12)  Ch 11
   Progress report on project
Apr  6  Part III (pp. 417-418) Effective management and leadership  Ch 12
Apr 13  Effective marketing and public relations (TM 1-7)  Ch 13
Apr 20  Project presentations
Apr 27  Project presentations. All written reports are due today.
May  4  Final exam

Notes: ¹ Learning Modules. Unless otherwise noted, you must study the entire chapter. The instructor reserves the right to make any needed changes.