

**Dakota College at Bottineau**  
**GERO 285 Financial Mgmt – Home Health**  
2 Credits

**Course Description:** This course covers financial practices for individuals providing home health care services. Topics include maintaining records of services and expenses, setting fees, billing, Medicaid, IRS reporting, financial statements, budgeting, insurance, retirement planning, etc.

**Prerequisites:** none

**Course Objectives:**

Students will

- ☐ Use basic language associated with Home Health reimbursement methods.
- ☐ Describe the Home Health prospective payment system.
- ☐ Describe the purpose and basic benefits of government-sponsored health programs.
- ☐ Identify the different types of reimbursement methods.
- ☐ Understand the difference between commercial health insurance and employer self-insurance.
- ☐ Understand the purpose of fee schedules.
- ☐ Be able to locate and accurately complete forms required for reimbursement of Home Health services (Medicare/Medicaid).
- ☐ Understand the differing business structures to include the advantages and disadvantages of each.
- ☐ Understand financial statements and forms required for IRS reporting.
- ☐ Understand the concepts of income and expense reporting.
- ☐ Research available options for self-employed retirement planning.
- ☐ Understand the importance of documentation and its relation to billing for Home Health services.

**Instructor:** Crystal Zane

**Office:** Online

**Office Hours:** Instructor will check course email daily, Monday-Friday.

**Email:** Use online course eMail tool.

**Class Schedule:** Online. Instructor will check the course at a minimum of once per day, Monday-Friday, excluding holidays.

**Textbooks:** Course materials will be taken from resources pertinent to the topics covered.

**Course Requirements:**

**Discussions:** Students submit an original response to each topic and respond to two additional posts to receive full credit (5 points).

**Assignments:** Each week that there is an assignment, there is a maximum of 100 assignment points for that week. The assignments are designed to give you some hands on practice and familiarity with each subject. Points awarded will be for points earned, put your best foot forward on your assignments.

**Quizzes:** You will find quizzes throughout the course. They are worth a maximum of 30 points each and are used as a learning tool to see how well you are reading and understanding the material supplied.

**Tests:** One test will be given. This will be a FINAL EXAM and will cover information from the entire course. The test will be worth a maximum of 100 points. The score on your test will be combined with scores on your assignments to make up your total grade.

### **Grades:**

Grades will be calculated by dividing total points earned by total points available from discussions, assignments, quizzes and tests. A passing grade will be 60% or higher.

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= 59% or lower

<b>Assignment</b>	<b>Points Possible</b>
Discussions (11 @ 5pts ea)	55
Assignments (11 @ 100 pts ea)	1100
Quizzes (7 @ 30 pts ea)	210
Final Exam (100 pts)	100

### **Tentative Course Outline:**

#### **Week 1:**

Understanding Business Structures

#### **Week 2:**

Financial Statements

#### **Week 3:**

Preparing and Understanding a Budget

#### **Week 4:**

Income and Expense Reporting to the IRS

#### **Week 5:**

Basic Language Associated with Home Health Reimbursement Methods

#### **Week 6:**

Different Types of Reimbursement Methods

#### **Week 7:**

Commercial Health Insurance and Employer Self-Insurance

**Week 8:**

The Purpose of Fee Schedules

**Week 9:**

Service + Documentation = Billing

**Week 10:**

Home Health Prospective Payment System

**Week 11:**

The Purpose and Basic Benefits of Government Sponsored Health Programs

**Week 12:**

Understanding Medicare & Medicaid

**Week 13:**

Medicare and Medicaid Provider Information and Forms

**Week 14:**

Self Employed Retirement Planning

**Week 15:**

Review for Final Exam

**Week 16:**

Final Exam

**Relationship to Campus Theme:** The goal of the Caregiver Services Department is to prepare professionals to work in the caregiver industry and provide an educational continuum for degree advancement. The Caregiver Department is committed to a hands-on learning environment and uses field experiences in caregiving settings as common instructional techniques.

**Classroom Policies:**

- ☐ Regular participation is expected.
- ☐ The student is required to complete all assignments and tests in a timely manner; assignments and tests must be completed in the order that they are presented. All work associated with each week will close at Noon on the following Monday.
- ☐ The student is expected to complete all activities and reviews, even if all of these may not be graded.
- ☐ The student is expected to communicate with other students and instructor via course email or discussions when it is required.
- ☐ The student will complete each assignment before taking the related quiz.
- ☐ Each assignment, quiz and test will be completed online.
- ☐ Once the final exam is opened, it must be completed. It is up to students to be sure they are ready to take this exam before entering it.

**Academic Integrity:** The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- ☐ Students are responsible for submitting their own work. Student work must not be plagiarized.
- ☐ Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the Student Handbook.

**Disabilities and Special Needs:**

If you have a disability for which you need accommodation, please inform the instructor within the first week of classes or contact the Learning Center to request disability support services: phone 701-228-5477 or toll free 1-888-918-5623.