

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Margaret Gillingham	<b>Phone:</b> 4108376090
<b>DEPARTMENT / DIVISION:</b> HSMG		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): New course <i>HSMG 302 Statistics for Health Management and Finance</i>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b>	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

<b>Box 3: ACTION ITEM</b> (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
<input type="checkbox"/>	1. Experimental Course <sup>1</sup>	N, O, P	a, c, e	AC
<input type="checkbox"/>	2. Course Title	N, O		ABCD
<input type="checkbox"/>	3. Course Credits	N, O, (P)		ABCD
<input type="checkbox"/>	4. Course Number	N, O		ABCD
<input type="checkbox"/>	5. Course Level	N, O		ABCD
<input type="checkbox"/>	6. Pre & Co-Requisite	N, O		ABCD
<input type="checkbox"/>	7. Course Description	N, O, P		ABCDEF
<input checked="" type="checkbox"/>	8. New Course	N, O, P		ABCDEF
<input type="checkbox"/>	9. Deactivate a Course	N, O		ABCDEF
<input type="checkbox"/>	10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
<input type="checkbox"/>	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
<input type="checkbox"/>	12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	13. Closed Site Program	N, O	e	ABCDHIK
<input type="checkbox"/>	14. Program Suspension	N, O, S	a, e	ABCDEFGIK
<input type="checkbox"/>	15. Program Reactivation	N, O		
<input type="checkbox"/>	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
<input type="checkbox"/>	16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ABCDEFHJL
<input type="checkbox"/>	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
<input type="checkbox"/>	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	19. Program Title Change	N, O, S	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	20. Program Termination <sup>2</sup>	N, O, S	d, e	ABCDEFHJL
<input type="checkbox"/>	21. New Degree Program <sup>3</sup>	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	22. Other	Varies	Varies	Varies

<b>Box 4: DOCUMENTATION (check boxes of documents included)</b>					
<input type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal	<input type="checkbox"/>	T. Other
<input type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>	
<input type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx">http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx</a>	<input type="checkbox"/>	

<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/Section111/11702.html>) for list of information that must be provided for this action.

<sup>3</sup> Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

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<b>DEPARTMENT / DIVISION:</b>		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): New course <u>HSMG 302 Statistics for Health Management and Finance</u>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2010		

<b>Box 5: IMPACT REVIEW</b>	<b>SIGNATURES</b> (see procedures for authorized signers)	<b>DATE</b>
a. Library <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	Registrar or designee:	

<b>Box 6: APPROVAL SEQUENCE</b>	<b>APPROVAL SIGNATURES</b>	<b>DATE</b>
A. Department / Division	Chair: <u>Laura A. Nelson-Gentry</u>	<u>11/4/09</u>
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <u>[Signature]</u>	<u>11/24/09</u>
D. College Dean	Dean: <u>[Signature]</u>	<u>11/24/09</u>
E. Provost and Senior Vice President for Academic Affairs	Provost: <u>[Signature]</u>	<u>12/1/09</u>
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

<sup>4</sup> University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

## UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

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<b>DEPARTMENT / DIVISION:</b> HSMG		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): New Course <i>HSMG 302 Statistics for Health Management and Finance</i>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

New Course Proposal. This would be a three credit course in finance and statistics for health managers.

For new courses or changes in existing courses (needed by Registrar)

<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b> Statistics for Health Administration and Finance	<b>Course # / HEGIS Code:</b> HSMG302	<b>Credits:</b> 3

O-2: Set forth the rationale for the proposal:

AUPHA (HSMG accreditation group) is recommending that the HSMG program add a course in finance and statistics.

University of Baltimore

**DOCUMENT P: Required Format for Course Definition Document**

See Course and Program Development Policy and Procedures for Instructions

Include items one through 17 or 18 in your course definition using as much space as needed.

1. Date Prepared 10.21.2009
2. Prepared by Margaret Gillingham
3. Department/Division HSMG
4. Course Number(s), including HEGIS code(s) HSMG302
5. Course Title: Statistics for Health Management and Finance
6. Credit Hours 3
7. Catalog Description (Paragraph should reflect general aims and nature of the course)

This course is an introduction to the purposes and practices of statistical and financial analysis in the health management sector. Students will evaluate data analysis as presented in health management and finance literature. Students will also learn to distinguish between information based upon speculation, intuition, and wishful thinking and that based upon systematic analysis of data.

8. Prerequisites None
9. Course Purpose (How the course is to be used in the curriculum, e.g, required for major)  
Required for Major Yes.
10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.) *NA*
11. Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial, or workshop). This must match PeopleSoft 9.0 coding. *Check with your dean's office if you are unsure of the correct entry.*  
Lecture
12. Faculty qualified to teach the course  
Margaret Gillingham, John Callahan, Christine Spencer, Alan Lyles
13. Content Outline

**Week 1 Introduction**

Describing Data and Computing Descriptive Statistics  
Central tendency and measures of variability

**Week 2 Comparing Groups**

Plotting Means  
Obtaining subgroup Means  
Looking at Distributions and making Graphic displays

**Week 3 Health Care Financial Data Concepts**

Balance Sheets, Income statements, Cash Flow Statements

Week 4 Reimbursement Data by Sector

Paying for Primary Care  
Reimbursement and the Specialist  
Nurse Practitioner and Physicians' Assistant

Week 5 Midterm Exam

Week 6 Counting responses for combinations of Variables

How to Obtain a cross tabulation  
Bivariate Statistics  
Plotting Data and the normal distribution

Week 7 Testing Hypotheses

Testing a Hypothesis about a single Mean  
The t-distribution  
Null Hypotheses and Alternative Hypotheses

Week 8 Testing a Hypothesis about Two Related Means

The Paired t-test  
The Independent Sample t-test

Week 9 Health Facilities Expenditures and Budgets

Operating Budgets  
Capital Budgets

Week 10 Final Exam

14. Learning Goals

Upon completion of this course students should:

- Be familiar with the terminology of statistical methods and health financing concepts
- Demonstrate methods of data organization and presentation for health management and financing projects.
- Possess skills in data analysis using a variety of statistical techniques.
- Provide insights into reimbursement policies and health care facilities expenditures by sector
- Understand the role of statistics in developing conclusions and gaining knowledge from data.
- Be wise consumers of statistics as presented in journals and the media.

15. Assessment Strategies

Midterm examination (25%)

Final examination (25%)  
Cases Study (25%)  
Homework Assignments (25%)

16. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase)
  1. **Statistical Applications for Health Information Management (Paperback)** by Carol E. Osborn ISBN-10: 0834212439 ISBN-13: 978-0834212435 (~28)
  2. **How to Think About Statistics, 6th Edition (Paperback)** by John L. Phillips ISBN-10: 0805072551 ISBN-13: 978-0805072556 (~\$15)
  
17. Suggested class size  
25
  
18. Lab Fees (when applicable) n/a

Effective Date: September 11, 2006, Revised 2/4/09  
Reviewed by: University Faculty Senate