

The Missouri Alliance for Home Care
proudly presents

It's All in the Numbers: Mastering Financial Management in Home Health

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*Join these industry leaders in five monthly teleconferences
designed to prepare Medicare home health professionals
for the financial challenges that lie ahead*

- Accounting issues in home health
- Cost Reports – beyond the basics, it's an important tool
- Budgeting
- Interpreting key financial performance measures
- Billing oversight practices

Sessions scheduled February through June 2010

About this series

From the experienced professional to the novice manager, this series of teleconferences provides skills, resources, reviews, new tools, and savvy advice about all aspects of financial management in Medicare home health today. We are extremely fortunate to have nationally recognized financial consultants Mark Sharp and Aaron Little as associate members of MAHC and always willing to bring you the best education. Look over these monthly offerings and give serious consideration to who in your agency may need or want this kind of education.

Content of Sessions

The Basics of Home Care Accounting

February 24, 2010 • 1:00 to 2:30 p.m.

Instructor: Mark Sharp

In order for management to effectively manage their business, they must have access to accurate financial reporting. This program provides the basics of establishing a home care accounting structure including an overview of an appropriate chart of accounts, different accounting methods, basic financial statements, charge structure, revenue recognition and more. At the conclusion, you will be able to:

- Identify the necessary components to a home care chart of accounts.
- Describe the two major accounting methods.
- Interpret a basic home care financial statement.
- Describe appropriate home care revenue recognition methodologies.

The Home Health Cost Report: It Still Matters

March 24, 2010 • 1:00 to 2:30 p.m.

Instructor: Mark Sharp

Analysis of existing filed Medicare home health cost reports indicates that their accuracy is in doubt. Nevertheless, federal and state agencies continue to make payment-rate judgments based upon cost report data. Additionally, providers of home health services utilize cost report-related benchmarks in making management and operations decisions. This program offers a high-level tutorial on proper preparation of a Medicare cost report for home health agencies. At the conclusion of the event you will be able to:

- Describe the purpose of the Medicare cost report.
- Identify sources of information to complete the cost report worksheets.
- Interpret the cost allocation methodologies in the Medicare cost report.
- Identify the financial and operational dashboard indicators available from the Medicare cost report.

Budgeting in Home Care

April 15, 2010 • 1:00 to 2:30 p.m.

Instructor: Mark Sharp

Budgeting is a critical development tool for all organizations regardless of size, industry or life cycle stage. Budgeting helps management establish the financial road map for the next fiscal year and then identify when the agency is off course. As home health and hospice agencies face the risk of payment cuts, budgeting is one tool that can assist management in controlling costs and making appropriate adjustments. This workshop will overview different budgeting techniques and implementing a budget in the home care setting. At the conclusion you will be able to:

- Describe the benefits of using a budget.
- Describe the budgeting process.
- Identify the different approaches to budgeting.
- Identify how to implement a budget in the home care setting

Using Dashboards for Home Care Financial Management

May 19, 2010 • 1:00 to 2:30 p.m.

Instructor: Mark Sharp

This workshop will demonstrate how utilizing dashboards can help improve the management of your agency. Topics covered include dashboard basics, purpose of financial management dashboards, financial performance measures, how to build a financial management dashboard and dashboard management strategies. This session will prepare you to:

- Identify the basics of dashboard management.
- Describe how to build an effective financial dashboard.
- Identify key financial performance measures.
- Interpret key financial performance measures to take appropriate corrective action.

Effective Billing Oversight Practices in Home Care

June 15, 2010 • 1:00 to 2:30 p.m.

Instructor: Aaron Little

This session will focus on the essentials of managing the billing operations using dashboard principles. Participants will be provided examples of practical dashboard management tools and benchmarking data by which to compare individual agency billing performance. You will complete this session with the ability to:

- Cite typical billing process challenges.
- Identify effective dashboard management tools.
- Apply recommended billing performance dashboard measures.
- Interpret key billing performance measures to take appropriate corrective action.

