



**Course Prefix/Number/Title:** GEO 285 Home Health Management

**Number of Credits:** 1 Semester Hour Credit

**Course Description:** This course covers financial practices for individuals providing home health care services, the topics include maintaining records of service and, expenses, setting fees, billing, Medicaid, IRS reporting, financial statements. Insurance, retirement planning, ect.

The course also covers the financial practices of individuals providing home health care/home and community based services in an agency or privately as a Qualified Service Provider (QSP), as well as, the maintaining of financial records and necessary skills in managing a business. This course explores the advantages and disadvantages of being self- employed and being an employee of an agency that provides home health service/home and community based services. The course in addition discusses grant funded government programs, a working knowledge of the disciplines and agencies involved in the screening and assessment process for services. Lastly the course covers waived services, difference between Medicaid and Medicare and private insurance providers.

**Pre-/Co-requisites:** None

- **Course Objectives:** Critically analyze financial practices of self-employment and agency employment.
- Analyze the skills necessary in managing a business.
- Describe how grand funded program, waived services, government and private health insurance make up the health care delivery payment system.
- Describe and evaluate self-employment and agency employment.
- Define the disciplines and agencies involved in the assessment and screening process for services.

**Instructor:** James (Jim) Holben LMSW,CTRS/CPRP

**Office:** Can be reach through course e-mail or through Dakota College e-mail

**Office Hours:** The course is checked daily throughout the semester and will answer questions at that time.

**Phone:** None

**Email:** Jim.Holben@dakotacollege.edu

**Lecture/Lab Schedule:** Follow course calendar and weekly schedule posted in the course

**Textbook(s):** None

**Course Requirements:** Students must have access to a computer with specific versions of Internet Explorer or Fire fox. To see which versions are compatible, please refer to our pages.

**Tentative Course Outline:** This course follows the traditional on-campus semester timeline. It begins the first day of the semester and concludes at the end of the semester. Students are expected to complete the course in that timeframe. Should an emergency occur, students need to contact the instructor. If a student elects to discontinue the course at any time, s/he must complete the online drop/withdraw form found on Dakota College Online Campus homepage. Students must read the assigned lecture note and review other resources identified in the course complete assignments that reinforce learning, and demonstrate by exam knowledge of the topics covered. There will be a mid –term exam and a final exam , as well as 10 quizzes, 10 discussion board/forum questions, and one case study paper.

Week1: Business Structure, Quiz 1

Week 2: Financial/Income Statements, Forum 1

Week 3: Budgeting, Income and Expense Reporting to the IRS, Quiz 2, Forum 2

Week 4: Reimbursement and Reimbursement Language, Quiz 3, Forum3

Week 5: Insurance, Quiz 4, Forum 4

Week 6: Fee Schedules and Billing, Quiz 5, Forum 5

Week 7: Home Health Prospective Payment System, Quiz 6, Forum 6

Week 8: Mid Term Exam

Week 9: Provider Information and Forms, Quiz 7, Forum 7

Week 10: Government Sponsored Programs Medicaid, Quiz 8, Forum 8

Week 11: Government Sponsored Programs Medicare, Quiz 9, Forum 9

Week 12: Retirement Planning

Week 13: Qualified Service Providers, Forum 10

Week 14: Assessments/Screenings, Quiz 10

Week 15: Case Study

Week 16: Final

**General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):**

Employs industry-specific skills in preparation for workplace readiness

Demonstrate effective oral and written communication

**Relationship to Campus Focus:** Home Health Management course provides an introduction to the financial practices of individuals providing home health care/home and community based services in an agency or privately as a Qualified Service Provider (QSP), as well as, the importance of maintaining financial records and necessary skills in managing a business. This course explores self- employment and being an employee of an agency that provides home health service/home and community based services. The course also discusses government programs,

working knowledge of the disciplines and agencies involved in the screening and assessment process for services. Waived services, difference between Medicaid and Medicare and private insurance providers. Then through class assignments the student demonstrates knowledge and application of technology as it applies to Home Health management, along with demonstrating effective communication skills

**Classroom Policies:**

- Regular participation in the class is expected.
- Every assignment is done online or in your community and then sent to the Instructor through an assignment drop box located within the course. Quizzes/Tests are completed online. Students are NOT expected to come to the campus at any time.
- All quizzes and exams can be taken on any computer with Internet access.
- Quizzes and exams can be taken at home, in a library, and/or some other setting that has a suitable testing environment.
- Students need to select a testing environment conducive for testing such as a distraction-free area at home, a computer lab at a library, etc.
- Exams may be taken during set dates and times. The dates and time period are posted on the course calendar.
- Each quiz/test will be available for a 3-5 day period on a date set by the instructor. Students can take a quiz/test at any time during the 3-5 day period.
- Quizzes and test are given for a limited time only.
- Each quiz/test will be available for a limited period of time (15-90 minutes) depending upon the number of questions.
- Expectations: There are ten quizzes, a mid-term and final that is given during the course of the semester. The type of questions on the quizzes and tests are multiple choice, true/false, fill in the blank, short essay, essay and matching.
- Tests are comprised primarily of multiple choice, true/false, fill in the blank and matching. Quizzes have approximately 5 questions each and mid- term exam and final have around 50 questions each.

Your final grade is determined by dividing total points earned by total points possible. There are a total of 350 points possible for this course.

- •Case Study Paper (50 Points)
- •10 Forum/ Discussion Board Questions (5 points each for a total of 50 points)
- •Mid-Term and Final (100 points each for a total of 200 points)
- 10 Quizzes (5 points each for a total of 50 points )

Grades will be calculated using the following criteria:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

**Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

**Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

All submitted work is to be your own.

- 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.

To learn how to avoid plagiarism in your work, review the website from Purdue University, [Is It Plagiarism Yet?](#)

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the [Student Handbook](#) on pages 18, 19, and 37.

**Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

**Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.