

<h2 style="margin: 0;">FINANCE AND BUDGETING</h2> <p style="margin: 0;"><i>The ability to apply financial management skills to the CSHCN health care arena.</i></p>	<b>DATE COMPLETED</b>
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COMPETENCY OBJECTIVES	✓	SUGGESTED LEARNING ACTIVITIES	COMMENTS
<b><u>Objective A:</u> All HA trainees will demonstrate a mastery of the basics of financial management, including budget cost accounting and financial analysis.</b>			
1. Competency: Knowledge of the basics of Financial Accounting/Financial Management.		The discipline advisor must ensure that the trainee has successfully completed one or more courses in Financial Accounting/Financial Management.	
2. Competency: Ability to explain the basics of Financial Accounting/Financial Management to colleagues and fellow trainees.		The trainee should be encouraged to provide seminars covering the basics of financial accounting to non-marketers. Topics of interest to all LEND trainees include familiarity with a balance sheet, break-even analysis, cash flow, and "costing out" a service (fully allocated costs).	This could be done by speaking to the LEND class in a seminar. <i>The time commitment for this should be about an hour for the presentation and whatever prep time is needed.</i>

**Objective B: LEND Health Administration trainees will understand the unique financial challenges and implications of operating an interdisciplinary CSHCN clinic.**

<p>1. Competency: LEND trainees will understand the unique Financial Accounting/Financial Management related to running a CSHCN clinic.</p>		<p>The trainee should work with a CHSCN clinic director to identify factors that alter the application of direct application of business principles in CHSCN clinics, such as needing to provide Federally mandated services even when income does not meet expenses and alternative accounting and financing strategies to compensate for expensive, poorly reimbursed services.</p>	<p>The trainee should identify a director with whom she/he may work over the course of several weeks. The initial contact should be an information interview in which the trainee asks the director to identify differences the directors sees in the CSHCN clinic and other health care or for profit settings. After this initial discussion the trainee should becoming more integrated in the CSHCN clinic to better understand its Financial Accounting/Financial Management.</p>
<p>2. Competency: LEND HA trainees will have a basic understanding of the role of coding and coding decisions on CHSCN clinic Financial Accounting/Financial Management.</p>		<p>The trainee should work with a CHSCN clinic director to understand the role that coding decisions play in the provision of care in a CHSCN clinic.</p>	<p>The trainee should pay particular attention to the issue of reimbursement for the extra time that complex medical problems demand from the clinic.</p>
<p>3. Competency: LEND HA trainees will understand the impact that the multidisciplinary team has on the clinic's bottom line.</p>		<p>The trainee should work with a CHSCN clinic director to understand the various staffing needs, the nature of the demand for these professionals and the means that the clinics has to ensure financial viability with this staff.</p>	

**Objective C: All HA trainees will be able to assess a LEND-related proposal budget and financial targets.**

1. Competency: LEND HA trainees will be able to review a budget for completeness and consistency.		The trainee should work with a CSHCN clinic director to identify a budget that the trainee could review with the discipline coordinator. If no budget is available in this clinic, the trainee find one elsewhere to review with the discipline coordinator.	By <i>complete</i> , the student should look for budgets that include <u>all relevant costs</u> . By <i>consistent</i> , the student should look for assumptions that are made and whether these assumptions are applied across the budget.
		The trainee should interview several administrators for their perspective on the purpose of budgets and what makes for a useful or useless budget.	
2. Competency: LEND HA trainees will be able to develop a complete and consistent budget for a clinic or program.		The trainee should work with a CSHCN clinic director to identify a clinic or program that could benefit from having a complete and consistent budget.	This budget could be a stand alone project taking several hours (about 10), or it could be a larger project forming the basis for a multi-year pro-forma as part of a business plan.
		The trainee should meet with the clinic director, the program manager or the Discipline Coordinator to assess the budget's completeness and consistency.	