

# FINANCIAL MANAGEMENT OF HEALTH CARE ORGANIZATIONS

An Introduction to Fundamental Tools, Concepts and Applications

FIFTH EDITION

WILLIAM N. ZELMAN I MICHAEL J. MCCUE I NOAH D. GLICK I MARCI S. THOMAS

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AN INTRODUCTION TO FUNDAMENTAL TOOLS, CONCEPTS, AND APPLICATIONS

Fifth Edition

William N. Zelman, Michael J. McCue, Noah D. Glick, and Marci S. Thomas



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To our families, for their love and patience.

To our students and colleagues, for their invaluable insights and feedback.

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#### **PREFACE**

his book offers an introduction to the most used tools and techniques of health care financial management. It contains numerous examples from a variety of providers, including health maintenance organizations, hospitals, physician practices, home health agencies, nursing units, surgical centers, and integrated health care systems. The book avoids complicated formulas and uses numerous spreadsheet examples so that these examples can be adapted to problems in the workplace. For those desiring to go beyond the fundamentals, many chapters offer additional information in appendices. Each chapter begins with a detailed outline and concludes with a detailed summary, followed by a set of questions and problems. Answers to the questions and problems are available for download to instructors at www.josseybass.com/go/ zelman5e. Finally, a number of perspectives are included in every chapter. Perspectives—examples from the real world—are intended to provide additional insight into a topic. In some cases these are abstracted from professional journals and in other cases they are statements from practitioners—in their own words.

The book begins with an overview in Chapter 1 of some of the key factors affecting the financial management of health care organizations in today's environment. Chapters 2, 3, and 4 focus on the financial statements of health care organizations. Chapter 2 presents an introduction to these financial statements. Financial statements are (perhaps along with the budget) the most important financial documents of a health care organization, and the bulk of this chapter is designed to help readers understand these statements, how they are created, and how they link together.

Chapter 3 provides an introduction to health care financial accounting. This chapter focuses on the relationship between the actions of health care providers and administrators and the financial condition of the organization, examining how the numbers on the financial statements are derived, and the distinction between cash and accrual bases of accounting. By the time students have completed Chapters 2 and 3, they will have been introduced to a large portion of the terms used in health care financial management.

Building on Chapters 2 and 3, Chapter 4 focuses on interpreting the financial statements of health care organizations. Three approaches to analyzing statements are presented: horizontal, vertical, and ratio analysis. Great care has been taken to show how the ratios are computed and how to summarize the results.

Chapter 5 focuses on the management of working capital: current assets and current liabilities. This chapter emphasizes the importance of cash management and provides many practical techniques for managing the inflows and outflows of funds through an organization, including managing the billing and collections cycle and paying off short-term liabilities.

Chapter 6 introduces one of the most important concepts in long-term decision making: the time value of money. Chapter 7 builds on this concept, incorporating it into the investment decision by presenting several techniques for analyzing investment decisions: the payback method, net present value, and internal rate of return. Examples are given for both not-for-profit and for-profit organizations.

Once an investment has been decided on, it is important to determine how this asset will be financed, and this is the focus of Chapter 8. Whereas Chapter 5 deals with issues of short-term financing, Chapter 8 focuses on long-term financing, with a particular emphasis on issuing bonds.

Chapters 9–12 introduce topics typically covered in a managerial accounting course. Chapter 9 focuses on the concept of cost and on using cost information—including fixed cost, variable cost, and break-even analysis—for short-term decision-making. In addition to covering the key concepts, this chapter offers a set of rules to guide decision-makers in making financial decisions. Chapter 10 explores budget models and the budgeting process. Several budget models are introduced, including program, performance, and zero-based budgeting. The chapter ends with an example of how to prepare each of the five main budgets: statistics budget, revenue budget, expense budget, cash budget, and capital budget. It also includes examples for various types of payors, including those with flat fee and capitation plans.

Chapter 11 deals with responsibility accounting. It discusses the different types of responsibility centers and focuses on performance measurement in general and budget variance analysis in particular. Chapter 12 discusses methods used by health care providers to determine their costs, primarily focusing on the step-down method and activity-based costing. This book concludes with Chapter 13, "Provider Payment Systems." This chapter, parts of which were combined with Chapter 12 in the first edition, describes the evolution of the payment system in the United States, especially under health reform, as well as the specifics of various approaches to managing care and paying providers.

#### **Major Changes in the Fifth Edition**

As noted below, the major changes from the fourth edition involve:

- New sections to reflect changes in accounting reporting and the health care environment.
- Updated data used in examples.
- Updated data used in problems.
- · New problems.
- New perspectives.

## **Chapter 1: The Context of Health Care Financial Management**

Changes to Chapter 1, the introductory chapter, provide an updated and current view of today's health care setting. Much has evolved in the industry with the advent of value-based payment systems, population-based approaches to care, the Patient Protection and Affordable Care Act (ACA), and recent changes in health policy. Updated sections are on patient-centered medical homes, accountable care organizations (ACOs), and overall changes within the hospital industry.

Enhancements include updated statistics in the chapter text and all the pertinent exhibits. All perspectives have been replaced to focus on more recent events.

#### **Chapter 2: Health Care Financial Statements**

Chapter 2 has been updated to include recent presentation changes issued by the Financial Accounting Standards Board (FASB). These changes address new presentation standards in the balance sheet with respect to the number of net asset classes, reducing them from three (unrestricted, temporarily restricted, and permanently restricted) to two ("with donor restrictions" and "without donor restrictions"). Another update is the new disclosure requirement related to the hospital's management of liquid resources or assets. The purpose of this change is to improve an organization's transparency in reporting what financial assets are available to meet its cash needs within one year. In addition, entities are required to disclose their liquidity management plans. The final major change relates to the new five-step principles-based approach to recognizing revenue. The new approach places the provision for bad debts back in the operating expense section of the statement of operations. All perspectives and problems have been updated. There are also new key terms.

## Chapter 3: Principles and Practices of Health Care Accounting

In Chapter 3, the chapter addresses the previously mentioned accounting statement changes as noted in Chapter 2. The perspectives have been replaced and problems have been changed and updated.

#### **Chapter 4: Financial Statement Analysis**

Chapter 4 has been updated to include the latest hospital benchmark ratios from the 2018 Almanac of Hospital Financial and Operating Indicators (a reference work from Optum Inc.).

Chapter perspectives have been replaced, and problems have been updated as well to provide a better picture of what each ratio analyzed means, beyond its being above or below the relevant benchmark.

#### **Chapter 5: Working Capital Management**

Chapter 5 has new sections on improving the revenue cycle management process and on fraud and abuse. All perspectives and problems have been revised and updated.

#### **Chapter 6: The Time Value of Money**

Chapter 6 includes perspectives illustrating time value of money concepts in use, and all the problem sets have been updated.

#### **Chapter 7: The Investment Decision**

Chapter 7 now offers an expanded discussion of tax law changes in the hospital industry. In addition, all perspectives have been updated, and problems have been changed and updated.

#### **Chapter 8: Capital Financing for Health Care Providers**

Chapter 8 now includes new accounting reporting for lease financing, which provides greater transparency about a hospital's leasing activities, as well as tax law changes on debt financing. All the problems on lease financing and bond valuation have been revised and updated.

### Chapter 9: Using Cost Information to Make Special Decisions

In Chapter 9, the conceptual diagram and the related explanation for understanding break even have been substantially revised, and all perspectives have been replaced with updated versions. Most problems have updated figures.

#### **Chapter 10: Budgeting**

Though the organization of Chapter 10 remains essentially the same, the basic model on which this chapter is based has been almost totally revised. The updated model focuses on a hospitalist practice that has only two services. The discussion of supply chain operations and maximizing savings from the evaluation of group purchasing organization discounts have been retained in the appendices, but the supplies budget has been dropped. All perspectives have been replaced with updated versions. The problems have been revised to reflect the new content, though the general format is the same.

#### **Chapter 11: Responsibility Accounting**

The discussion of cost centers in Chapter 11 has been modified slightly to recognize both service- and product-producing activities, and all perspectives and problem sets have been updated.

#### **Chapter 12: Provider Cost-Finding Methods**

Chapter 12's perspectives and problems have been updated.

#### **Chapter 13: Provider Payment Systems**

Chapter 13 has been updated to provide a discussion of evolving issues in provider payment. The new payment methodologies address value-based payment models for Medicare and commercial payments and the Medicare Access and CHIP Reauthorization Act (MACRA). The new MACRA regulation repealed the Sustainable Growth Rate formula that computed Medicare payments for physician services, and in addition the law discusses how hospitals are reimbursed based upon the quality and effectiveness of care given. All perspectives have been replaced with updated versions. There are new key terms.

#### Glossary

The glossary has been completely updated, and includes each term defined in a chapter sidebar and each key term.

#### **Web Pages and Additional Materials**

The website for this book, including the instructor's manual and Excel spreadsheets, is located at www.wiley.com/go/zelman5e.

Comments about this book are invited and may be sent to publichealth@ wiley.com.

#### **ACKNOWLEDGMENTS**

e attempt throughout this book to challenge and enlighten. Quantitative as well as qualitative issues are presented in an effort to help the reader better understand the wide range of issues considered under the topic of *health care financial management*. We would like to thank the many students who over the past several years have pointed out errors, offered suggestions and improvements, and provided new ways to solve problems.

Our particular thanks go to Jennifer Palazzolo, PhD candidate, and Enrique Figueroa for their review of various chapters and problem sets.

Most of all, we would like to thank our families for their encouragement and support and for their understanding during the countless hours we were not available to them.

The authors apologize for any errors or omissions in the above list and would be grateful for notifications to Michael McCue, at mccue@vcu.edu, of any corrections that should be incorporated in the next edition or reprint of this book and posted on the book's web page. William N. Zelman is no longer involved in the development of changes within this fifth edition.

The authors and the publisher gratefully acknowledge the copyright holders for permission to reproduce material in the perspectives throughout the book.

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## THE CONTEXT OF HEALTH CARE FINANCIAL MANAGEMENT

lever before have health care professionals faced such complex issues and practical difficulties trying to keep their organizations competitive and financially viable. With disruptive changes taking place in health care legislation and in payment, delivery, and social systems, health care professionals must meet their organizations' health-related missions in an environment of uncertainty and extreme cost pressures. Indeed, financial viability supports an organization's mission of being able to provide quality patient care. These circumstances are stimulating high-performing provider organizations to focus on innovation to help lower costs and find creative ways to deliver services to a population whose members, while aging, are more informed and more demanding of a voice in their care and value for dollars spent than ever before.

The Patient Protection and Affordable Care Act (ACA) was the largest effort toward reform of the health care system since the advent of government entitlement programs in the 1960s. The goal of the ACA was to provide mechanisms to expand access to care, improve quality, and control costs.

But even before the enactment of the ACA in 2010, the Centers for Medicare and Medicaid Services (CMS) had articulated a vision for health care quality: "the right care for every person every time." CMS's stated objective is to promote safe, effective, timely, patient-centered, efficient, and equitable care.

CMS also needs to control the rising cost of care, which has become unsustainable. To accomplish its objectives CMS has been working to replace its old financing system, which basically rewarded the quantity of care, with value-based purchasing (VBP), a system that improves the linkage between payment and

Financial Management of Health Care Organizations: An Introduction to Fundamental Tools, Concepts, and Applications, Fifth Edition. William N. Zelman, Michael J. McCue, Noah D. Glick, and Marci S. Thomas. © 2020 John Wiley & Sons, Inc. Published 2020 by John Wiley & Sons, Inc.

#### LEARNING OBJECTIVES

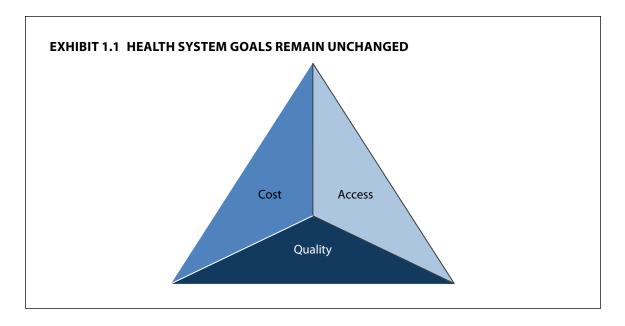
- Identify key elements that are driving changes in health care delivery.
- Identify key approaches to controlling health care costs and resulting ethical issues.
- Identify key changes in reimbursement mechanisms to providers.

the quality of care. The Deficit Reduction Act of 2005 authorized CMS to develop a plan for VBP for Medicare hospital services beginning in fiscal year 2009. The ACA, which passed in 2010, provided the implementation plan.

CMS implemented four value-based programs from 2012 to 2015 that focus on hospital-based and physician-based care, with the intent to pay providers based upon quality rather than quantity of services. CMS has since implemented several additional value-based programs to monitor care for end-stage renal disease (ESRD) requiring dialysis, skilled nursing facilities (SNFs), and home health care.

Many of these changes were and continue to be the source of controversy and lawsuits. State governments as well as many providers have faced uncertainty about whether the ACA provisions, even though found to be constitutional in 2012, would be repealed. In the early years of the Trump administration, after narrowly failing to overturn the Act altogether, the President set out to scale back numerous provisions in the ACA, including erecting barriers toward new enrollment. While some states have embraced the Act, other states have hesitated to move forward with implementation plans or have tried to block the effort to move forward altogether.

Regardless of whether all parties agree about the legislative outcome, the goal of the U.S. health care system remains to finance and deliver the highest possible quality to the most people at the lowest cost (Exhibit 1.1). Responses to today's challenges have resulted in a new business model that providers are embracing by controlling costs, developing new service offerings, and implementing new information technology, thereby creating added value (see Perspective 1.1 and Exhibit 1.2).



#### PERSPECTIVE 1.1 HEALTH CARE TRANSFORMATION

As providers and governmental agencies face mounting pressure to contain rising health care costs, they are resorting to alternative measures but still need to stay focused on providing personalized, preventive care. Changing demographics, including an aging population and sicker patients with more complex health care needs, have created an increasingly challenging environment. While effectively coordinating care, providers still have to document appropriately, abide by compliance regulations, adjust to a more well-informed and demanding patient population, and provide timely and efficient services, all within financial restrictions.

Under CMS's lead, private insurers also have adopted new approaches that have shifted the focus of care from fee-for-service to value-based reimbursement. However, in its infancy, much uncertainty remains in this area regarding proper measurements to use to ensure that value-based care is being applied effectively and appropriately, and how best to empower patients to help to drive the effort.

Source: "Healthcare Transformation," (n.d.). Duke University's Margolis Center for Health Policy. https://healthpolicy.duke.edu/work/delivery.

To establish a context for the topics covered in this text, this chapter highlights key issues affecting health care organizations. It is organized into three sections: (1) changing methods of health care financing and delivery, (2) addressing the high cost of care, and (3) establishing value-based payment mechanisms. Without question the health care industry is undergoing rapid change (Exhibit 1.3). The providers who are open-minded and informed, embrace change, and look for effective solutions will be the ones who thrive in this uncertain environment.

## **Changing Methods of Health Care Financing and Delivery**

The push toward health care reform began back in the early 1990s during the Clinton administration. However, it did not make significant inroads until the ACA was signed into law in 2010, though it was complex with numerous provisions. Those that are expected to have the most significant impact on the delivery and financing of care are noted below and discussed in the remainder of this chapter.<sup>1</sup>

Requirement that almost all individuals have insurance coverage. This
individual mandate lies at the heart of the legislation, though enforcement
has since been weakened by the Trump administration via a slower, more
voluntary approach which has eliminated large-scale mandatory
programs. The ACA initially required all individuals without health

#### **EXHIBIT 1.2 HEALTHCARE TRENDS AND IMPLICATIONS**

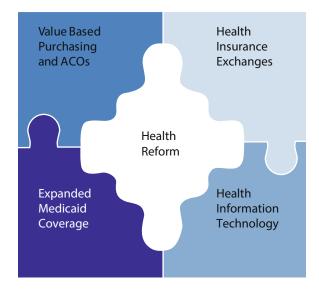
	2010s	2020s
Hospital/Health System	Limited organizational	Increased organizational
Integration	consolidations	consolidations
Next Generation Payment	Volume-based payments	Value-based care and population
Reform		health management
Applications for Big Data in	Cloud-based	Enhanced medical decision-making
Health Care	applications and storage	
Evolution of the Health Care	Organizational	Population health administrator
CEO	administrator	
Transformation of the Health	Increasing diversity	Four generations of a highly diversi-
Care Workforce	awareness	fied workforce
Physician Leadership and	Administration-led	Physician-led changes
Engagement Strategies	changes	
Advances in Virtual Health Care	Telemedicine for remote areas	Telemedicine for immediate access
Innovations in Health Care	3D printing, robotic	Artificial intelligence, genomics,
	surgery, and patient	enhanced robotics, and home-based
	wearables	patient monitoring

Source: Kaufman, Hall, & Associates, published in Futurescan 2017: Healthcare Trends and Implications, 2017–2022, Society for Healthcare Strategy and Market Development of the American Hospital Association and the American College of Healthcare Executives.

coverage either to join an insurance pool or eventually face a supplemental federal tax, but the ensuing Tax Cuts and Jobs Act (2017) eliminated the tax and offered healthy individuals the option to buy cheaper plans with limited coverage, or to go without any coverage at all. This "cherry-picking" approach effectively left the larger pools with a sicker population and the consequent prospect of rising premiums, while it steered healthy people into suboptimal coverage vulnerable to unforeseen events.

• Requirement that states create insurance exchanges where individuals and small businesses can obtain coverage. The ACA contained requirements for an essential benefits package and provided for changes to the tax law that included penalties for individuals who chose not to have insurance. However, some state counties offered few if any options to residents, which fueled opposition to the mandate and intensified efforts to repeal it, and the penalty has since been removed, as noted above. State response was driven by political opposition to the ACA, a fear that state Medicaid costs would rise and deplete state coffers, and/or the inability to provide good options.





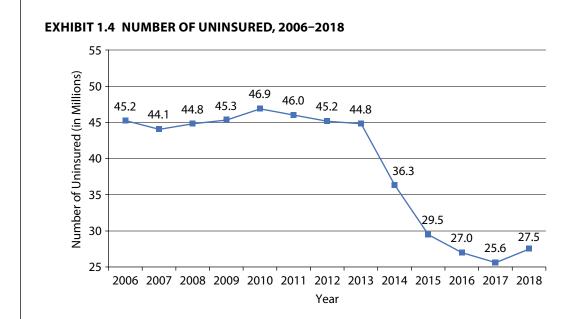
Note: ACO, accountable care organizations.

- Provisions for expansion of Medicaid coverage to all eligible individuals under age 65. Since adults represented only 25 percent of those covered by Medicaid, this was a significant expansion to include entire families. Federal funds were made available for the expansion at a decreasing rate, down to 90 percent in 2020. This expansion is a state option and remains controversial, as states realized that they would need to shoulder increasing expense as the federal subsidies decrease. The Trump administration also stated that payments to health insurance companies to subsidize out-of-pocket costs for low-income enrollees would be terminated.
- Provisions for medical loss ratio and premium rate reviews for health plans. Rebates would be paid to health plan enrollees by health plans that do not meet a required minimum level of spending on medical care.
- Establishment of payment mechanisms for bundled payments and a value-based purchasing system along with the restructuring of certain aspects of the Medicare payment system.
- *Provisions for providers organized as accountable care organizations (ACOs)* to share in cost savings that they achieve for the Medicare program.

#### **Health Insurance Exchanges**

Though the number of uninsured individuals had risen to 47 million by 2010, enactment of the ACA brought that number steadily down to 26 million by 2017, after which point it started to creep back up again following curtailment of ACA provisions (Exhibit 1.4). At the same time, though having risen again by 2017, the uncompensated care cost had remained below its 2012–2014 levels (Exhibit 1.5). While these have been favorable trends, individuals continue to be uninsured for a variety of reasons, including (1) health insurance and out-of-pocket costs still being too costly for many individuals, even when they are working; (2) employers either scaling back employees' benefits, raising the employee premiums, or eliminating benefits altogether by hiring part-time workers; (3) state governments tightening Medicaid eligibility criteria; and (4) individuals voluntarily deciding not to purchase insurance for a variety of financial and nonfinancial reasons, including the assumption that they will not need care or that they will be taken care of by the "system" anyway. As a result, uncompensated care costs still place a tremendous burden on health care facilities, especially community hospitals.

The ACA authorized a competitive insurance marketplace at the state level and provided for two types of exchanges, an individual exchange and a small business exchange. The individual exchange provides a mechanism for offering health plans for those who either do not have access to health



Source: U.S. Census Bureau, Current Population Survey, 2018 Annual Social and Economic Supplement Bridge File and 2019 Annual Social and Economic Supplement.