

Western Kentucky University
Doctor of Physical Therapy Program
Summer 2018

<u>Course Number:</u>	DPT 761
<u>Course Title:</u>	Physical Therapy Management and Administration I
<u>Credit Hours:</u>	1
<u>Lecture Hours:</u>	3 hours/week
<u>Weekly Schedule:</u>	Tuesday and Thursday 3:00 p.m. – 4:30 p.m.
<u>Office Hours:</u>	Monday 2-4 PM, Friday 9-11 or by appt.
<u>Location:</u>	MCHC 3347
<u>Instructor:</u>	Dr. VanWye, PT, DPT, CCS
<u>Contact Information:</u>	Office Phone: 270-745-4925; Email (best): ray.vanwye@wku.edu

Course Description: Introduction to basic principles of physical therapy-related leadership, administration, professionalism, and management. This includes an overview of business principles related to the various environments where physical therapists work. This course also serves to deliver foundational knowledge prior to the students' first clinical rotations and preparation for advanced principles in Physical Therapy Management and Administration II. Prerequisite: Open only to DPT students in good standing.

Course Objectives:

At the completion of the course content, the student will be able to:

1. Define fraud and abuse related to the utilization of and payment for physical therapy and other health care services. **(7D3)**
2. Communicate effectively with all stakeholders, including patients/clients, family members, caregivers, practitioners, interprofessional team members, consumers, payers, and policymakers. **(7D7)**
3. Demonstrate integrity in all interactions with patients/clients, health care providers, and other stakeholders. **(7D7) (7D8)**
4. Participate in professional and community organizations that provide opportunities for volunteerism, advocacy and leadership. **(7D13)**
5. Advocate for the profession and the healthcare needs of society through legislative and political processes. **(7D14)**
6. Define and discuss the areas of leadership, administration, professionalism, and management associated with physical therapist practice. **(7D28)**
7. Define various forms of organizational structure where physical therapist's practice.
 - a. Discuss and explain how organizational structure relates to physical therapist practice issues such as following medical orders and delegation of tasks to supportive personnel. **(7D29)**
8. Complete accurate documentation related to that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies. **(7D32)**
9. Assess and document safety risks of patients and the healthcare provider and design and implement strategies to improve safety in the healthcare setting as an individual and as a

Western Kentucky University
Doctor of Physical Therapy Program
Summer 2018

member of the interprofessional healthcare team. (7D37)

10. Participate in activities for ongoing assessment and improvement of quality services in various physical therapist practice settings. (7D38)
11. Discuss business management components marketing and public relations associated with physical therapist practice settings. (7D43)
12. Discuss foundational principles of accounting and finance, including developing and interpreting financial statements associated with physical therapist practice.
13. Discuss foundational principles of coding and billing associated with physical therapist practice: (7D43)
 - a. Demonstrate the ability to perform accurate coding and billing, as well as determining expected payment for services rendered.
 - b. Explain insurance reimbursement terminology and develop strategies for communicating and insuring appropriate documentation for third party payers.

Course Structure and Learning Experience:

The format for instruction is one that combines lecture, discussion, case studies, and group projects.

Required Texts: NONE

Required Readings: any required readings will be posted on Blackboard.

Evaluation Methods:

- **Attendance:**
 - Attendance and promptness to class will be monitored. Students are **considered tardy** if they do not arrive before the scheduled starting time (i.e. must sign-in no later than 2:59 for a 3:00 class and you must be in your seat at your desk ready to go by 3:00). As such, 1% of the total grade will be taken off per tardiness and 2% of the total grade will be taken off per **unexcused absence**. Refer to page 34 of the 2016 student manual.
- **Assessment and Testing:**
 - **Exam:** There will be 2 exams via Blackboard. Exam 2 will not be cumulative. The exams are open note.
 - i. Exam 1 will open 7-19-2018 at 4 PM and close 7-22-2018 at 11:59 PM. You will have 1 hour to take the exam once you begin.
 - ii. Exam 2 will open 8-3-2018 at 12 PM and close 8-8-2018 at 11:59 PM. You will have 1 hour to take the exam once you begin.
 - Each exam will consist of 25 multiple choice and/or true/false questions. If any student does not or cannot take the exam due to an emergency, then plans must be made at the discretion of the professor to complete all coursework within a specified time period. Each student must take all exams. If the exam is submitted late, there will be a 10% point reduction for each day it is late.

Western Kentucky University
Doctor of Physical Therapy Program
Summer 2018

- **Group project proposal:** Students will be required to complete a 1 page summary (1-sided) group project proposal for establishing a business that will provide outpatient physical therapy services. The proposal is worth 50 points and will culminate in a group portfolio and presentation in DPT 762 during the 2019 Spring semester. A separate rubric and instructions for the 1 page summary will be provided in class.
- **Participation and Preparation:** Mandatory. Failure to participate including non-clinical use of your phone during class will result up to a loss of 2% off total points possible in the class per occurrence. The professor reserves the right to ask you to leave class if you or your phone becomes a disruption.

Course Grading:

The final course grade is a letter grade and will be based on the following:

Exam 1	50 points
Exam 2	50 points
Group Project Proposal	50 points
Total	150 points

Numeric and Letter Grade Translation:

A	90-100
B	80-89.99
C	70-79.99
F	<70

Instructional Practices:

1. **Teaching Methods**
 - a. Lecture
 - b. Class discussion
 - c. Student self-study
2. **Teaching Aides**
 - a. White board
 - b. Video
 - c. PowerPoint

Course Policies:

1. **Refer to WKU DPT Student Manual for the following items:**
 - a. Student Responsibilities
 - b. Student Disability Services
 - c. Copyright
 - d. Academic Misconduct
 - e. Religious Holidays Policy
 - f. WKU Writing Center
 - g. Missed Class(es)/Student

Western Kentucky University
Doctor of Physical Therapy Program
Summer 2018

Professionalism:

- **Email Communication with Professor:** If you have any questions regarding course goals, tasks, or activities, you are expected to contact the professor to discuss them. It is expected that you are polite, professional and courteous in all communications. An attempt will be made to respond to your email within 24 hours Monday-Friday and within 48 hours over the weekend. It is expected that you maintain professionalism and politeness with all email communication. All email communication should contain basic professional elements such as a salutation (Dear....), complete sentences, and a closing or signature. Failure to do so could trigger a professionalism concern report (see below).
- **Classroom and Laboratory Housekeeping:** In accordance with the Student Manual you are responsible for maintaining and cleaning up the classroom and lab spaces. Students will be assigned times when they are responsible for 1) cleaning and organizing all classroom surfaces 2) cleaning and organizing storage room, 3) laundry. This will be included in your professionalism grade. Failure to perform your designated duty will result in a 2% deduction in your final grade.
- **Professional Responsibilities and Relationships:** As a doctor of physical (DPT) student and future physical therapist, you have chosen to pursue a profession which requires personal integrity, compassion, and a constant awareness of the commitment made. Exhibiting personal behaviors consistent with a respect for this profession and having pride in your work are central tenets of professionalism. You are expected to incorporate them into your daily life. To demonstrate commitment to these responsibilities while enrolled in the WKU DPT Program, you will be held to the professional standards in the student manual and you are expected to:
- **Professionalism Concern Process:** Violation of classroom professionalism policy may simply result in providing the student with feedback on his or her behavior. However, if the breach is significant enough, the student will be asked to leave the classroom. This will result in an unexcused absence and a 2% reduction in the student's overall grade. The professor will also complete the **Student Professionalism Concern Report**. Once the form is completed, the student will meet individually with the Professor to discuss the situation.

Title IX Statement:

- WKU is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2040) and the Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender-based discrimination, harassment and/or sexual misconduct to the faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with

**Western Kentucky University
Doctor of Physical Therapy Program
Summer 2018**

someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Student Accessibility Resource Center (SARC):

- In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a Faculty Notification Letter (FNL) from The Student Accessibility Resource Center.

**Western Kentucky University
Doctor of Physical Therapy Program
Summer 2018**

Wk	Date	Topic	Speaker	OBJ.
1	7-10	LAMP 101	Dr. VanWye	1-7
1	7-12	Business 101	Dr. VanWye	11-12
2	7-17	Insurance 101	Jase Pinerola	13
2	7-19	Evaluation coding	Stephen Huntsman	13
	7-22	Exam 1 Due by 11:59 PM via Blackboard		
3	7-24	Project management, QA, QI, and safety	Dr. VanWye	9-10
3	7-26	Medicare	Stephen Huntsman	8,13
4	7-31	Acute care and post-acute care billing and DC planning	Dr. VanWye	13
4	8-2	CPT basics	Stephen Huntsman	13
5	8-7	Business planning	Dr. VanWye	11-12
	8-8	Exam 2 Due by 11:59 PM via Blackboard		

The instructor reserves the right to make changes in the course schedule as needed to accommodate guest lecturers or to alter course content.