

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

<u>Course Number:</u>	DPT 761
<u>Course Title:</u>	Physical Therapy Management and Administration I
<u>Credit Hours:</u>	1
<u>Lecture/Lab Hours:</u>	3 hours/week
<u>Clock Hours/Contact Time:</u>	12.5 hours (1;0)
<u>Weekly Schedule:</u>	Tuesdays: 1:00 – 4:00 Dates: July 6 – August 3
<u>Location:</u>	MCHC 3341
<u>Professor:</u>	Kurt Neelly, PT, PhD
<u>Office Hours:</u>	TBD - contact instructor for in-person or online Zoom appointment

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 and discuss the areas of management, administration, leadership, and professionalism associated with physical therapist practice. (7B) (7D28) (7D42) (7D43)
2. Define various forms of organizational and PT practice ownership and structure. (7B)
3. Discuss basic business management components of accounting, finance, marketing and public relations associated with different physical therapist practice settings. (7B) (7D42) (7D43)
4. Discuss foundational principles of coding and billing associated with physical therapist practice: (7B) (7D42)
 - a. Demonstrate the ability to perform accurate coding and billing for PT services provided.
 - b. Understand and be able to explain basic insurance reimbursement terminology and begin developing strategies for communicating and insuring appropriate documentation for third party payers.
5. Define fraud and abuse related to the utilization of and payment for physical therapy and other health care services. (7B) (7D3)
6. Describe practice act regulated supervision of and delegation of services to PTA's, techs, and other health care providers and support personnel. (7B) (7D25) (7D29)
7. Understand the importance of advocating for the profession and the healthcare needs of society through legislative and political processes. (7D13) (7D14)

Course Structure and Learning Experience:

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

Evaluation Methods:**1. Attendance**

Timely attendance and participation in class will be monitored. Students are considered tardy if they arrive (log in to zoom) for class after the scheduled starting time. 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.

2. Testing/Quizzes/Assignments**a. Written Exams (50%)**

There will be 2 written exams, a midterm (22.5%) and a final exam (27.5%), totaling 60% of the final course grade. If any student does not or cannot take the final 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.

b. Quizzes (20%)

Students will complete 2 quizzes during this course, each worth 10% of the course grade.

c. APTA Learning Center Modules (20%)

Students will be required to complete free APTA Learning Center modules on Leadership, Management, LAMP, or other areas pertinent to the content of this course. Successful completion of Specific free APTA Learning Center Modules will be required, accounting for equal portions of the course grade.

d. Management-Administration Project Proposal (10%)

Students will complete a 1-2 page Project Proposal worth 10% of the course grade, regarding a LAMP topic of their choice and approved by the instructor. Students will be assigned to small groups during DPT 762 to further research their proposal topic and present this information to their classmates during the Spring 762 course.

3. Grading**a. Course Grading:** The final course grade will be based on the following:

Written Exam (Midterm = 22.5%, Final @ 27.5%)	50%
Quizzes	20%
APTA Learning Center Modules	20%
Project Proposal/Assignment	<u>10%</u>
Total	100%

b. Numeric and Letter Grade Translation

A	90-100
B	80-89
C	70-79
F	<70

Required Texts: Management in Physical Therapy Practices, 2nd Ed. Catherine G. Page, 2015. (ISBN-13: 978-0-8036-4033-7). Available via WKU DPT Access Physiotherapy - FA Davis online subscription.

*****Instructor reserves the right to make changes in the course schedule as needed to accommodate guest lecturers, university closures, or to alter course content.***

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

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 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.

DPT 761 Class Schedule

Week	Topic	Readings (before class)
1 July 6	Course Introduction, Intro to LAMP, Comparison of Leadership-Management Intro to LAMP: Leadership, Administration, Management, & Professionalism, Becoming a Healthcare Manager: Ch. 1 Appendix 1: Brief History of Organizations, Leadership, & Management	READINGS Ch. 1 and Appendix 1 LAMP in PT (2004) Magazine articles
2 July 13	Leadership & Management in PT & Healthcare Quiz #1: Ch. 1 & LAMP article, Overview Ch. 2 & 3 – No Notes allowed <u>Management:</u> Ch. 1, 2, & 3 APTA Learning Center #1: Leading the Team – Guide to Working with PTA's - LMS 353	Quiz: Ch. 1 & 2 & 3 READINGS Ch. 2 & 3 LAMP in PT (2004) Admin & Manage by 2010 (2007) PTs in Management Roles-2018
3 July 20	Mid-term Exam: Documentation & Professionalism Mission, Vision, Policy, Procedures (Ch. 5 & 6) <u>Professionalism:</u> Core Values of Professionalism APTA Learning Center (2-4): Module 1: Intro to Professionalism – LMS 4 Module 2: History of Professionalism in PT – LMS 5 Module 3: Ethical Compass – LMS 975 Documentation and Billing 101, CPT Codes, and Documentation Basics APTA Documentation Overview https://www.apta.org/your-practice/documentation/overview APTA Keys to Effective Documentation https://www.apta.org/apta-magazine/2016/08/01/compliance-matters-the-keys-to-effective-documentation	APTA Core Values of Professionalism APTA Learning Center READINGS Ch. 5 & 6
4 July 27	Marketing, Staffing and Becoming a Leader (Ch. 7 & 8) - Documentation Quiz #2: No Notes allowed APTA Learning Center #5: Defensible Documentation – LMS 902 APTA Documentation Tips https://www.apta.org/your-practice/documentation/tips APTA Documentation: Risk Management https://www.apta.org/your-practice/documentation/defensible-documentation/risk-management DUE: Management-Administration Project Proposal (Midnight – July 30)	READINGS Ch. 7 & 8
5 Aug. 3	Fiscal Responsibility (Ch. 10) Wrap-up Content: Final Exam: 2:30 – 4:00 APTA Learning Center Free Module Certificates Due this date!	READINGS Ch. 10