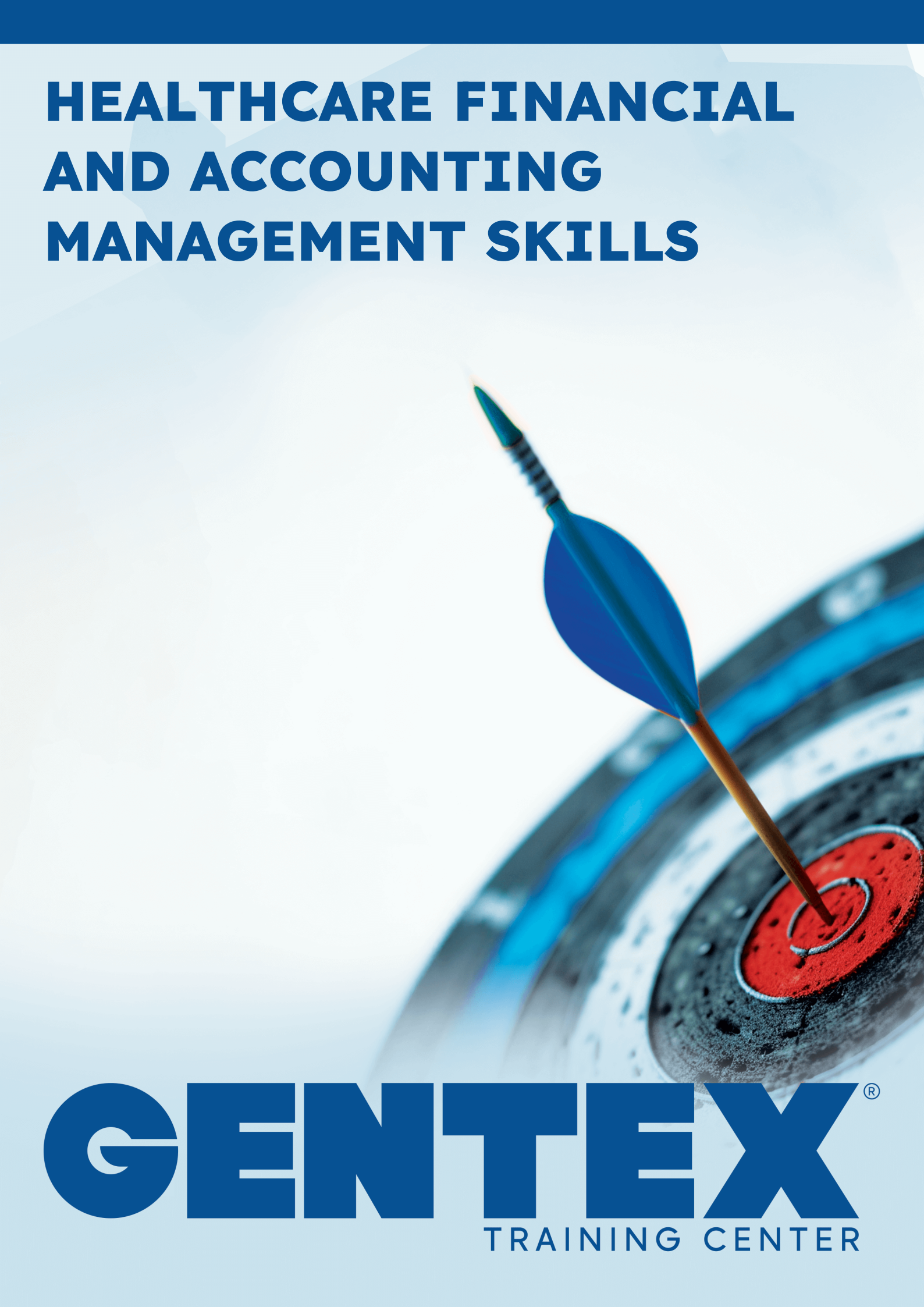
HEALTHCARE FINANCIAL AND ACCOUNTING MANAGEMENT SKILLS



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TRAINING CENTER

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Introduction

Healthcare Financial and Accounting Management Skills Training Course equips finance and management staff in healthcare organisations to control costs, manage revenue and report performance with confidence. Participants learn how provider accounting differs from other sectors, where revenue comes from payers, insurers and patients, and how clinical activity drives financial outcomes. The programme covers healthcare costing, budgeting, revenue cycle management, payer contracts and capital planning. Furthermore, it explains the accounting standards and controls that apply to hospitals, clinics and medical groups. As a result, delegates can read provider financial statements, build robust budgets and improve margin without harming care quality. Gentex Training Center delivers the programme through practical case work and modelling workshops.

Healthcare Financial and Accounting Management Skills Course Objectives

- Explain how healthcare provider accounting differs from other industries.
- Apply double entry principles and prepare provider financial statements.
- Analyse healthcare costs using activity-based costing and patient-level costing.
- Build departmental budgets, flexible budgets and service line forecasts.
- Manage the revenue cycle from patient registration to collections.
- Evaluate payer contracts, reimbursement models and tariff structures.
- Calculate contribution and profitability by service line and specialty.
- Apply capital planning and investment appraisal to equipment and facilities.
- Monitor key performance indicators including cost per case and days in receivables.
- Apply internal controls and compliance requirements to healthcare finance.

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Course Methodology

The course combines practical briefings with case-based modelling and discussion. Participants cost clinical services, build departmental budgets and evaluate payer contracts in Microsoft Excel. In addition, worked examples and group review reinforce each technique, and every day closes with an applied healthcare finance exercise.

Who Should Take This Course

- Finance managers and accountants in hospitals and clinics.
- Department heads and clinical service managers.
- Revenue cycle, billing and claims team leaders.
- Hospital administrators and operations managers.
- Health insurance and payer contracting professionals.
- Auditors and consultants serving healthcare providers.

Healthcare Financial and Accounting Management Skills Course Outlines

Day 1: Healthcare Finance Fundamentals and Financial Statements

- Overview of healthcare funding and payment systems.
- Provider accounting versus commercial accounting.
- Revenue recognition for patient services and contractual adjustments.
- Preparing the income statement, balance sheet and cash flow statement.
- Reading provider financial statements and notes.

- Fund accounting concepts for public hospitals.
- Workshop: analysing a healthcare provider income statement.

Day 2: Healthcare Costing and Service Line Analysis

- Cost classification, direct and indirect costs in clinical settings.
- Activity-based costing for clinical departments and procedures.
- Patient-level and case-mix costing approaches.
- Allocating overheads to service lines and specialties.
- Contribution analysis and margin by service and payer.
- Cost per case, cost per bed day and cost per outpatient visit.
- Workshop: costing a clinical procedure and evaluating its margin.

Day 3: Budgeting, Forecasting and Performance Control

- Budget cycle in healthcare organisations and clinician engagement.
- Preparing revenue, staffing, drug and consumable budgets.
- Flexible budgeting for occupancy and activity volume changes.
- Variance analysis and corrective action on clinical budgets.
- Rolling forecasts and scenario planning for demand shifts.
- Key performance indicators for financial and operational control.
- Workshop: building a departmental budget with variance analysis.

Day 4: Revenue Cycle, Payer Contracts and Cash Management

- The revenue cycle: registration, coding, billing, claims and collections.
- Coding accuracy, clinical documentation and denial management.
- Payer contracting, tariff schedules and reimbursement models.
- Insurance claims, pre-authorisation and aged debt management.
- Days in receivables, collection rates and cash flow forecasting.
- Working capital and cash management in healthcare organisations.
- Workshop: evaluating payer contract terms and cash impact.

Day 5: Capital Planning, Controls and Compliance

- Capital budgeting for medical equipment and facility projects.
- Investment appraisal using NPV, IRR and payback period.
- Financing options for healthcare capital expenditure.
- Internal controls over procurement, inventory and revenue.
- Fraud and abuse risk, billing compliance and audit readiness.
- Governance, board reporting and financial sustainability planning.
- Workshop: presenting a capital investment proposal to a review panel.

Conclusion

By successfully completing Healthcare Financial and Accounting Management Skills Training Course, participants will have acquired the practical knowledge to manage healthcare finances with accuracy and control. They will understand provider accounting, costing, budgeting, revenue cycle management, payer contracts and capital planning, and they will know how to improve margin while protecting service quality. As a result, delegates support financially sustainable care delivery. Gentex Training Center builds the programme around current healthcare finance practice.

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FAQs for the Healthcare Financial and Accounting Management Skills course

Q1 What is the "Healthcare Financial and Accounting Management Skills" course about?

It teaches finance and management staff how healthcare organisations earn, spend and report money. You cover provider accounting, clinical costing, budgeting, revenue cycle management, payer contracts and capital planning, with practical modelling exercises.

Q2 What are the key benefits of the "Healthcare Financial and Accounting Management Skills" course?

You gain control over clinical costing and payer margins, which improves financial sustainability without cutting care quality. You also reduce revenue leakage and claim denials, sharpen departmental budgets, and improve evidence for capital and board decisions.

Q3 What skills will I gain from the "Healthcare Financial and Accounting Management Skills" course?

You will gain healthcare financial statement analysis, clinical service costing and margin analysis, healthcare budgeting and variance control, and revenue cycle and payer contract management.

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Q4 What tools, methods, or standards are covered in the "Healthcare Financial and Accounting Management Skills" course?

The course covers double entry accounting and provider financial statements, activity-based costing and patient-level costing, case-mix and cost per case analysis, flexible budgeting and variance analysis, key performance indicators such as days in receivables and cost per bed day, payer tariff and reimbursement models, and capital appraisal using NPV, IRR and payback period.

Q5 How is the "Healthcare Financial and Accounting Management Skills" course applied in real-world practice?

Graduates apply it to analyse hospital income statements, cost clinical procedures and service lines, prepare departmental and rolling budgets, review payer contracts and tariff terms, monitor claims and receivables, control procurement and billing compliance, and prepare capital proposals for board approval.