Many healthcare department managers have traditionally risen from the professional ranks as successful clinicians or technicians but with little or no formal business financial training. As a result, many are thrust into a complex environment without the necessary knowledge or tools in financial management.

Skills in planning and budgeting are essential if they are to achieve the institution’s mission and contribute to “bottom line” results, particularly in an environment of chronic federal and state underfunding.

This member-requested management development program, part one of a two-part series, provides an introduction to budgeting concepts, including calculating the volume budget and a revenue budget, tools to develop staffing plans and salary and supply budgets, and information on how best to handle capital and equipment requests. Part two, Managing the Operating Budget, will be held on April 30, 2020 (a separate registration is necessary to attend part two).

**Presenter:**

William J. Ward, Jr., has presented highly-rated healthcare finance programs at CHA for several years and is one of our most popular speakers. He is the director of the MHS Degree Program in Health Finance and Management at the Johns Hopkins Bloomberg School of Public Health where he teaches accounting and finance. In addition, he is a principal with Healthcare Management Resources, Inc., a Baltimore-area consulting firm. Bill is a former senior healthcare executive with more than 20 years of experience in healthcare finance and operations.
At the conclusion of this program, participants will be able to:

- Discuss the role and importance of performance planning as a key component of the leadership process.
- Calculate a volume budget and a revenue budget based on volume and prices.
- Determine staffing levels needed to support a given level of business activity that considers productivity levels and idle time.
- Prepare a salary budget that includes base salary, raises during the year, shift and other premium payments.
- Develop a budget for supplies and services.
- Develop the information needed to support capital equipment budget decisions.

Registration:
$175 per person for CHA Acute Care Hospital Member attendees.
$225 per person for CHA Other Member attendees.
$250 for non-CHA members.

Accreditation
This Activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of The John D. Thompson Hospice Institute for Education, Training and Research, Inc. and The Connecticut Hospital Association. The John D. Thompson Hospice Institute for Education, Training and Research, Inc. is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The John D. Thompson Hospice Institute for Education, Training and Research, Inc. is pending designation of this educational activity for AMA PRA Category 1 Credits™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

DISCLOSURE: The speaker and the members of the Planning Committee do not have any commercial or financial interest which would bias the presentation.

This program is pending approval of ACHE Qualified Education credit toward advancement or recertification in the American College of Healthcare Executives.

For additional information, contact CHA Education Services at 203-294-7263 or educationservices@chime.org.