

How To Build And Manage Nursing Budgets

Financial Training Institute, Inc.

Specializing in Financial Training and Consulting for Healthcare Professionals Since 1984

Learning Objectives

- *Build Acuity into Budgets and Reports*
- *Build a Supply and Expense Budget*
- *Build a Salary and FTE Budget*
- *Build a Capital Expenditure Budget*
- *Read and Analyze Budget Reports*
- *Apply Budget Principles and Concepts*
- *Manage Nursing Service Budgets*
- *Analyze and Explain Budget Variances*

Fee Includes

- Lunch • Refreshments*
- 7.2 Contact Hours • .7 CEU's • Workbook*
- Excel Spreadsheets • Completion Certificate*
- Budget Checklists, Reports, & Worksheets*

2010 Cities & Dates

Charleston – Feb 16	Richmond – Feb 19	Edison, N J – Mar 10
Country Inn & Suites 10 Alex Lane	Holiday Inn Express - Airport 491 International Center Drive	Hilton Garden Inn 50 Raritan Center Parkway
Pittsburgh – Feb 17	Philadelphia – Mar 04	Albany – Mar 11
Spring Hill Suites – Airport 239 Summit Park Drive	Courtyard Marriott - Airport 8900 Bartram Avenue	Courtyard Marriott – Airport 1455 Washington Avenue
Baltimore – Feb 18	New York / LI – Mar 05	Boston – Mar 12
Country Inn & Suites - Airport 1717 West Nursery Road	Courtyard Marriott - JFK Airport 145-11 North Conduit Avenue	Holiday Inn Express - Milford 50 Fortune Boulevard

To Enroll

Call Toll-Free 800-536-3271 Or Fax Your Registration To 631-929-4926
Or Email To fti48@optonline.net Or Visit Our Web Site At www.fti1.com

Your Unconditional Guarantee: We will gladly refund your tuition if you are not satisfied. No questions asked.

Find Out If This Workshop Is For You

Are You Responsible For ...?	Yes	No
<i>• Planning or managing nursing service budgets or staffing plans</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Preparing proposals justifying staffing needs utilizing financial and statistical data</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Analyzing and explaining variances to budgets or staffing plans</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Reading and analyzing financial and statistical reports</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Managing FTE and labor hours for overtime, per diem, on call, or contract labor</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilizing financial and statistical reports for planning or managing budgets and staffing plans</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Building budgets for salaries, supplies, and capital</i>	<input type="checkbox"/>	<input type="checkbox"/>

Could You Benefit More By Knowing “How To” ...?	Yes	No
<i>• Utilize a worksheet for quantifying, analyzing, and explaining budget variances</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Build a budget whereby resource needs are matched with clinical service outcomes</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Identify the true direct care giving hours from a budget report that includes both direct and indirect</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Calculate and factor acuity into budgets, staffing plans, and report variance analysis</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Read and analyze a financial and statistical operating report and know what questions to ask</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Develop budgeting goals, objectives, strategies, and assumptions</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Budget and control FTE’s, hours, and costs for contract labor, overtime, call, and per diems</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Budget for salaries, expenses, and capital expenditures</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Apply a user friendly worksheet to budget for replacement coverage and benefit hours</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Convert extra nursing activities into equivalent patient statistics</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Speak the budgeting language by mastering the key financial terms, principles, and concepts</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Convert staff to patient ratio into hours per unit</i>	<input type="checkbox"/>	<input type="checkbox"/>

You Will Receive The Following ...?
<ul style="list-style-type: none"> <li style="width: 33%;"><i>• Worksheet for Calculating Required FTE Hours</i> <li style="width: 33%;"><i>• Budget Planning Checklist</i> <li style="width: 33%;"><i>• Nursing Operating Report</i> <li style="width: 33%;"><i>• Worksheet for Budgeting Contract Labor</i> <li style="width: 33%;"><i>• Variance Analysis Worksheet</i> <li style="width: 33%;"><i>• Payroll Analysis Report</i> <li style="width: 33%;"><i>• Cause of Variance Checklist</i> <li style="width: 33%;"><i>• Staffing Plan Tracking Report</i> <li style="width: 33%;"><i>• Salary Analysis Report</i> <li style="width: 33%;"><i>• Worksheet for Budgeting Coverage Hours</i> <li style="width: 33%;"><i>• Budget Assumption Worksheet</i> <li style="width: 33%;"><i>• Overtime Analysis Report</i> <li style="width: 33%;"><i>• List of Key Budget Questions to Ask Finance</i> <li style="width: 33%;"><i>• Weighted Statistics Worksheet</i> <li style="width: 33%;"><i>• Unit Indicator Report</i> <li style="width: 33%;"><i>• Illustrative Explanation of Variance Report</i> <li style="width: 33%;"><i>• Capital Equipment Justification Worksheet</i> <li style="width: 33%;"><i>• Daily Productivity Report</i> <li style="width: 33%;"><i>• Glossary of Financial and Statistical Terms</i> <li style="width: 33%;"><i>• Worksheet for Budgeting Benefit Hours</i> <li style="width: 33%;"><i>• Acuity Index Report</i> <li style="width: 33%;"><i>• Explanation of Variance Worksheet</i> <li style="width: 33%;"><i>• List of Questions to Ask on Reading Reports</i> <li style="width: 33%;"><i>• PTO Hours & FTE Report</i> <li style="width: 33%;"><i>• Goals and Objectives Worksheet</i> <li style="width: 33%;"><i>• Budget Review Checklist</i> <li style="width: 33%;"><i>• FTE Checklist</i>

What You Will Discover At This Seminar...
<ul style="list-style-type: none"> <li style="width: 50%;"><i>• 18 ways to report hours per unit</i> <li style="width: 50%;"><i>• 4 ways to report labor hours</i> <li style="width: 50%;"><i>• 3 ways to calculate monthly FTE</i> <li style="width: 50%;"><i>• 2 ways to report revenues and expenses</i> <li style="width: 50%;"><i>• 12 ways to report labor cost per unit</i> <li style="width: 50%;"><i>• 2 ways to report benefits</i> <li style="width: 50%;"><i>• 54 ways to report FTE per unit</i> <li style="width: 50%;"><i>• 3 ways to report units of service</i> <li style="width: 50%;"><i>• 3 ways to determine minimum fixed staffing needs</i> <li style="width: 50%;"><i>• 2 ways to report direct versus indirect hours</i>

About Your Trainer ... Frank Capone

- CPA, MBA, Fellow in Healthcare Financial Management Association.*
- Has designed and conducted hundreds of workshops for thousands of healthcare professionals since 1984.*
- Eighteen years of hands-on experience as a chief financial officer in healthcare*
- Consistently scores over 90% on workshop, workbook, and trainer evaluation.*
- Has presented programs for the HFMA, AACN, ASHET, associations, and several leading colleges and universities.*
- Has written training manuals for major international seminar companies.*

Topical Outline

Budgeting Principles and Concepts

- *Accounting Methods: Cash vs Accrual*
- *Cost Behavior: Fixed vs Variable*
- *Cost Classification: Direct vs Indirect*
- *Salary, Hour, and Expense Accruals and Reversals*
- *Determining Materiality Thresholds*
- *Types and Components of Labor Costs*
- *Nature and Types of Revenues and Expenditures*
- *Matching Dollars, Hours, and Statistics*
- *Nature and Types of Capital Expenditures*

Managing a Nursing Budget

- *Quantifying and Analyzing Budget Variances*
- *Identifying and Explaining Causes to Budget Variances*
- *Writing Explanations to Budget Variances*
- *Designing Nursing Reports to Manage Budgets*
- *Reading Financial and Statistical Budget Reports*
- *Tracking Resource and Clinical Service Indicators*
- *Monitoring Contract Labor Hours, FTE, and Dollars*
- *Tracking Hours Per Unit and Salary Per Hour*
- *Managing Overtime Hours and Dollars*

Building a Nursing Budget

- *Applying 10 Key Steps to Budgeting Planning*
- *Utilizing Budget Planning and Review Checklists*
- *Developing Goals, Objectives, and Strategies*
- *Documenting Budget Assumptions*
- *Securing Budget Buy-in at Budget Review Time*
- *Building a Salary, FTE, and Non-Salary Budget*
- *Determining Minimum Staff Needs*
- *Budgeting for Coverage and PTO Hours*
- *Budgeting for Overtime and Contract Labor*
- *Building a Capital Expenditure Budget*

Budget Applications in Healthcare Statistics

- *Calculating Full Time Equivalent (FTE)*
- *Determining True "Productive Hours" per Unit*
- *Calculating and Applying Acuity Index into Budgeting*
- *Reconciling Productive Hours With Care Giving Hours*
- *Calculating Contract Labor Dollars, Hours, and FTE*
- *Classifying FTE: Productive vs Non Productive*
- *Calculating and Applying Accrued Hours and Dollars*
- *Designing Nursing Activity and Tracking Logs*
- *Calculating and Applying Weighted Patient Statistics to Budgets*
- *Converting Extra Nursing Activities into Adjusted Statistics*

Testimonials: What Participants Say About ...

<i>Workshop</i>	<i>Workbook</i>	<i>Trainer: Frank Capone</i>
<p><i>"This workshop is definitely a must for every nurse manager and is so practical and easy to understand and apply."</i></p> <p style="text-align: right;"><i>...Nurse Manager</i></p>	<p><i>"I particularly liked the sample budget forms, worksheets, checklists, glossary, and reports that are specific to nursing."</i></p> <p style="text-align: right;"><i>...VP - Nursing</i></p>	<p><i>"Frank understands the real nursing budget issues and delivers the training in a very practical, engaging, and entertaining way."</i></p> <p style="text-align: right;"><i>...Nurse Director</i></p>

On-Site Training: Bring This Workshop To Your Facility

This workshop along with other financial workshops for non-financial professionals can be presented at your facility for a per person cost far less than the regular cost of attending a public seminar. By having a training program on site, you participate in identifying the specific training requirements, through a skill needs assessment survey. The workshop is tailored to your needs by having your principles, practices, forms, and reports included in the training program.

Results That My Training Workshops Aim to Achieve:

- Better understanding and analysis of financial and statistical reports
- Increased accuracy in planning and managing budgets
- Accurate analysis and explanation of budget variances
- Confidence in speaking financial and budget terminology
- More informed bottom line decision making

What Workshop Fee Includes:

- Training conducted by an experienced trainer with 18 years as a healthcare CFO and 24 years as a professional training consultant.
- Custom designed workbook includes glossary, checklist, forms, worksheets, exercises, and illustrations.
- CEU's and certificates of completion.
- Permission to video/audio tape the program for client attendees.
- Specific skill needs assessment tailored to the topic selected by client.
- Evaluation summary of workshop and return of evaluations with assessment to client.
- Preparation of workshop announcement and registration form.
- Permission to use budget and report forms and worksheets from workbook.
- Computer software of reports, forms, and worksheets included in the workbook.

