

How To Read And Analyze Nursing Budget Reports

Financial Training Institute, Inc.

Specializing in Financial Training and Consulting for Healthcare Professionals Since 1984

Learning Objectives

- Design Customized Nursing Reports
- Quantify Budget Variances
- Understand Reporting Practices
- Trace and Reconcile Budget Reports
- Read and Analyze Budget Reports
- Utilize Reports for Decision Making
- Apply FTE and Statistics to Reports
- Analyze and Explain Budget Variances

Fee Includes

- Lunch • Refreshments
- 7.2 Contact Hours • .7 CEU's • Workbook
- Excel Spreadsheets • Validated Parking
- Certificate of Completion

2010 Cities & Dates

Omaha – Mar 24	Indianapolis – Apr 07	Minneapolis – Apr 14
Country Inn & Suites - Airport 2210 Abbott Drive	Courtyard Marriott – Airport 2602 Fortune Circle East	Courtyard Marriott - Airport 1352 Northland Drive
St. Louis – Mar 31	Louisville – Apr 08	Milwaukee – May 04
Courtyard Marriott – Airport 3101 River Trail South	Country Inn & Suites - Airport 2850 Crittenden Drive	Country Inn & Suites - Airport 6200 South 13 th Street
Cincinnati – Apr 06	Detroit – Apr 13	Chicago – May 05
Country Inn & Suites - Airport 759 Petersburg Road	Courtyard Marriott - Airport 30653 Flynn Road - Romulus	Country Inn & Suites – O'Hare Airport 777 East Grand Avenue

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>• Tracing or reconciling financial and statistical figures through multiple budget reports</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>• Controlling 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>• Preparing proposals or justifying staffing needs utilizing financial and statistical data</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>• Control FTE, hours, and costs for contract labor, overtime, on call, and per diems</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilize nursing management reports for monitoring hours per unit and labor cost per unit</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Differentiate between a fixed budget report and a flexible budget report</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>• Utilize a Daily Productivity Report to manage hours per unit of service with patient outcomes</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Calculate and classify FTE according to productive versus non-productive</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilize a Unit Indicator Tracking Report for managing fixed and variable costs in the budget</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Identify the true direct care giving hours from a budget report that includes indirect care hours</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilize a Staffing Plan Tracking Report to assess staffing effectiveness</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>• Utilize a Labor Distribution Report and Payroll Analysis Report to control FTE, hours, and dollars</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>• Sample Nursing Budget Worksheets</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>• Flexible Budget 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>• 6 ways to report FTE</i> <li style="width: 50%;"><i>• 3 ways to calculate length of stay</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>• 24 ways to report cost per unit</i> <li style="width: 50%;"><i>• 3 ways to report census</i> <li style="width: 50%;"><i>• 3 ways to determine minimum fixed staffing needs</i> <li style="width: 50%;"><i>• 2 ways to calculate % of occupancy</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

Basic Reporting Principles and Concepts

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

Reading and Analyzing Budget Reports

- *Quantifying and Analyzing Budget Variances*
- *Identifying Causes to Budget Variances*
- *Writing Explanations to Budget Variances*
- *Calculating and Applying Flexible 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*
- *Controlling Overtime Hours and Dollars*

Designing and Utilizing Nursing Budget Reports

- *Department Operating Report*
- *Labor Distribution Report*
- *Payroll Analysis Report*
- *Staffing Plan Tracking Report*
- *Unit Indicator Tracking Report*
- *Daily Productivity Report*
- *General Ledger Trial Balance Detail*
- *FTE Report*
- *Overtime Analysis Report*
- *Benefit Hours Report*

Reporting Applications of Healthcare Statistics

- *Calculating Full Time Equivalent (FTE)*
- *Determining True Productive Hours Per Unit*
- *Calculating and Applying Acuity into Statistics and Reports*
- *Converting Staff to Patient Ratio into Hours Per Unit*
- *Calculating Contract Labor FTE*
- *Classifying FTE: Productive vs Non Productive*
- *Calculating and Applying Accrued Hours and Dollars*
- *Calculating Hours Per Unit and Cost Per Unit*
- *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</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, 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 practical 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 normal 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.

