

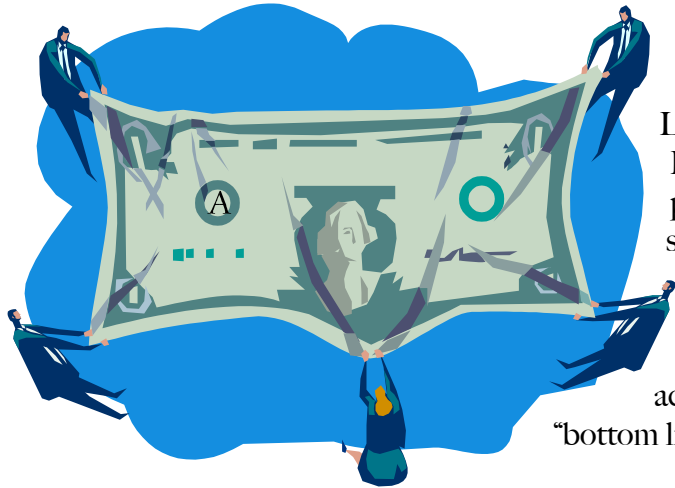
MHEI

Helping to build a better healthcare system

Managing a Budget: Financial Skills for Managers

Thursday, March 25, 2010

Registration 8:30 AM Program 9:00 AM - 4:00 PM
MHA Headquarters, Elkridge, Maryland



Like it or not, healthcare has become a business. Resources are scarce and stretched to the breaking point. Doing more with less is routine. The need for sound business/financial management tools -- survival skills -- is paramount. These include planning and budgeting, financial analysis and resource maximization all of which are essential if you are to achieve the institution's mission and contribute to "bottom line" results.

This program offers healthcare managers the business/financial management tools they need to manage scarce resources more effectively in an era of cost containment and managed care. Participants will learn specific tools they can use immediately in the workplace:

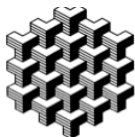
- ✓ How to calculate Volume Adjusted Variance Analysis to quickly and accurately determine the underlying causes of budget deviations
- ✓ How to use Bilateral Performance Mapping to objectively identify performance improvement targets
- ✓ How to perform Process Flow Analysis to highlight opportunities to improve performance
- ✓ How to Forecast future spending levels, and
- ✓ How to use Productivity Improvement techniques to improve cost performance and stretch resources

In addition, participants will also discuss a variety of approaches to maintaining or reducing operating costs.

At the conclusion of the program, participants will receive a complimentary copy of Financial Models for Better Decision Making with templates to assist in preparing Volume Adjusted Variance Analysis for salaries and for supply spending.

PROGRAM FACULTY -

William J. Ward, Jr. is the Director of the MHS Degree Program in Health Finance and Management at the Johns Hopkins University Bloomberg School of Public Health and a Principal with Healthcare Management Resources Inc., a Maryland-based consulting firm. He is an experienced professional, having spent more than 20 years in operational and financial leadership positions in health care and manufacturing. He holds additional faculty appointments at the Johns Hopkins University School of Nursing and the University of Maryland School of Nursing. Previously, Ward served as Vice President for Operations of a 650-bed member hospital of the Johns Hopkins Health System.



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MHA Headquarters,

6820 Deerpath Road, Elkridge, Maryland

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|---------------------------------------|
| <u>OFFICE USE ONLY</u> |
| Program #: 1004-1252 |
| Check #: Amt: \$ |
| Rec'd: |

RETURN TO: Maryland Healthcare Education Institute
6820 Deerpath Road, Elkridge, MD 21075-6234
ATTN: Lisa Butler, Program Coordinator
Phone: (410) 796-6239 Fax: (410) 379-9541
lbutler@mhaonline.org

REGISTRATION DEADLINE: March 19, 2010

PLEASE PRINT OR TYPE

(If there are more registrants, please feel free to duplicate this form)

ORGANIZATION: _____

CITY, STATE, ZIP: _____

You are not registered for this program until you receive a confirmation E-mail from the program coordinator

1. NAME: _____ DEGREE(S) _____

TITLE: _____ PHONE #: _____

BADGE NAME: _____ E-MAIL ADDRESS: _____

2. NAME: _____ DEGREE(S) _____

TITLE: _____ PHONE #: _____

BADGE NAME: _____ E-MAIL ADDRESS: _____

Fee: MHEI Member: \$199 per person **The fee includes tuition, materials, lunch, and refreshments**
Non-Member: \$349 per person

Check Enclosed - Make Payable to Maryland Healthcare Education Institute

VISA MasterCard American Express

Card # _____ Exp. Date _____ / _____ CSC# _____

(VISA & MasterCard: 3-digits on the back of the card after the credit card number; American Express: 4-digits on the front of the card above the credit card number)

ONE OF THE ABOVE METHODS OF PAYMENT SHOULD ACCOMPANY THIS REGISTRATION FORM

REMINDER: Online registration is now available at
<http://www.mhei.org/Programs/programs.php>

REFUNDS: The registration fee is refundable if notice is received 3 business days prior to the program. If cancellation is within 3 business days of the program, a \$50 service fee will be assessed. MHEI offers a full tuition refund if you do not find the program to be helpful.

SPECIAL NOTE: MHEI wishes to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently from other individuals because of the absence of auxiliary aids and services. If you need any of the auxiliary aids or services identified in the Americans With Disabilities Act, please call

MHEI WEATHER POLICY: In the event of adverse weather conditions, the decision to either close or delay the opening of MHA and the program will be made by 6:15 the morning of the program. To find out if the office is closed or has a delayed opening because of weather, please call the MHA main telephone number (410.379.6200) after 6:15 AM.