

# PT 642: Practice Management in Physical Therapy

## Course Schedule 2024

Date	Topic	Presenter	Assignments/Projects Due
Jan. 9	Course Introduction <ul style="list-style-type: none"> <li>• Intro to Group Business Projects</li> <li>• Intro to Personal Financial Planning Assignment</li> <li>• Intro to Compensation/Benefits Presentations</li> </ul>	Brittany Kevin  Kevin	
Jan. 11	Strategic Planning & Self-Assessment <ul style="list-style-type: none"> <li>• SWOT Analysis</li> <li>• DATA Self-Assessment</li> <li>• Mission, Vision, Values</li> </ul>	Kevin	*1 e-mail per group due by noon to Brittany listing all group members and top 3 choices for business project/program.
Jan. 16	Intro to Mentoring  Leadership/management styles Managing up – Managing Down	Dr. Chris Nelson- Dean of Graduate School  Kevin	
Jan. 18	GAP Analysis and Exit Strategy Business Structure/Human Resources <ul style="list-style-type: none"> <li>• Job Description</li> <li>• Performance Appraisals</li> <li>• Policies and Procedures</li> </ul>	Brittany	*Chart of Accounts & Monthly Budget due on Blackboard by 7:59AM CST. *DATA Self-Analysis assignment due on Blackboard by 7:59AM CST.
Jan. 23	<i>Working Day on Group Projects</i>		
Jan. 25	Compensation and Benefits presentations		*Intro to Compensation/Benefits Presentation or Paper due *Gantt Chart working copy due
Jan. 30	Personal Marketing <ul style="list-style-type: none"> <li>• Resume/Cover Letter/CV</li> </ul> LinkedIn/Handshake Profile development	Danielle Schindele, Career Development Coordinator, UND Career Services	*Bring current copy of resume/cover letter to class

Feb. 1	<p>Overview of the Business of Healthcare Delivery</p> <ul style="list-style-type: none"> <li>Healthcare Worldwide – Commonwealth Report</li> <li>Quality Chasm/Triple Aim</li> </ul> <p>Current Issues in Healthcare</p>	Dave Relling	
Feb. 6	<p>Mock Interviews/Interviewing</p> <p>Peer Resume Reviewing</p>	Kevin/Brittany/ Additional faculty	
Feb. 8	<p>Total Quality Management</p> <ul style="list-style-type: none"> <li>Concepts/Principles</li> <li>Measurement Tools</li> </ul> <p>Outcomes Management</p> <ul style="list-style-type: none"> <li>Applying Outcome Information</li> <li>Customer Satisfaction</li> </ul> <p>Productivity Standards</p>	Kevin	
Feb. 13	<p>Personal Branding</p>	Nicole Letofsky, Associate AD at UND in Marketing & Communication , Athletics	*First draft of resume & cover letter due by 7:59AM CST.
Feb. 15	<i>Working Day on Group Projects</i>		
Feb. 20	<p>Financial Management</p> <ul style="list-style-type: none"> <li>Budget Development</li> <li>Financial Analysis/Statements</li> <li>Revenue Management</li> </ul>	Kevin	
Feb. 22	<p>Physical Therapy Delivery Models</p> <ul style="list-style-type: none"> <li>Patient-Centered Care</li> </ul> <p>Payers/Payees</p> <ul style="list-style-type: none"> <li>Regulatory Agencies</li> <li>Chargemaster</li> <li>Coding</li> </ul>	Brittany	View the linked online lecture prior to class time on 2/27/2024.
Feb. 27	<p>PT/PTA Delegation</p>	Dr. Justin Berry- PTA Program Director at Northland College	
Feb. 29	<p>Mid-Term Peer and Self-reviews (on group projects)</p> <p>Mid-term course review</p>	Brittany	*Rough draft of Group Business Project due on Blackboard by 7:59AM CST- including updated time frames and Gantt chart
Mar. 5	Spring Break		
Mar. 7	Spring Break		

Mar. 12	Risk Management <ul style="list-style-type: none"> <li>• Concepts, exposure, and management of risk</li> </ul> Fraud and Abuse Test	Brittany	*February Budget Summary Due on Blackboard by 11:59PM CST. *Complete <a href="https://learningcenter.apta.org/products/preventing-fraud-abuse-and-waste-a-primer-for-physical-therapists">https://learningcenter.apta.org/products/preventing-fraud-abuse-and-waste-a-primer-for-physical-therapists</a> and submit certificate via Assignment dropbox by 7:59AM CST.
Mar. 14	<i>Working Day on Group Projects</i>		*Final draft of resume & cover letter due on Blackboard by 7:59AM CST.
Mar. 19	Social Determinants of Health	Brittany	
Mar. 21	Legal Concepts <ul style="list-style-type: none"> <li>• Understanding the legal system</li> <li>• Regulations</li> <li>• Legal Actions</li> <li>• Negligence/Malpractice</li> </ul>	Brittney Blake, Corporate Counsel, Altru Health System	
Mar. 26	Legal Considerations <ul style="list-style-type: none"> <li>• Role of the PT board</li> <li>• Licensure requirements</li> </ul> State level complaints/actions	Scott Holm, PT, DPT- Ethos, Director of Home Health Care and Hospice	
Mar. 28	<i>Working Day on Group Projects</i>		
April 2	Clinical Peer Review	Jennifer Hoffarth, PT, MPT, OCS- Altru Health System	*March Budget Summary Due on Blackboard by 7:59AM CST. *Budget Reflection Paper Due on Blackboard by end of day at 11:59PM CST.
April 4	Business Marketing	Dan Johnson	
April 9	Professional Development <ul style="list-style-type: none"> <li>• Residencies and Fellowships</li> <li>• Specialties, Sections, SIGs</li> <li>• Continuing Competence</li> <li>• Strategic Planning</li> </ul>	Jake Kocovsky, PT, DPT- UND Sports Resident	*Social Media/Marketing Assignment Due on Blackboard or via e-mail by 7:59AM CST.
April 11	Informatics/Management of Big Data Sets	Mary Jane Rivard, DNP,	

		RN-BC; UND Clinical Assistant Professor, Post- Master's D.N.P. Program Director, Nursing	
April 16	Distilling Your Message – 3MT	Matt Gilmore, PhD, UND Chair Atmospheric Sciences, Associate Professor	
April 18	<i>Working Day on Project/Class Presentation</i>		
Friday, April 19	Class Presentations		*Final Group Business Project & Self-Review & Reflection & Peer reviews due prior to start of class on day of presentation
April 23	Trade Day for PT 651		
April 25	Class presentations		*Final Group Business Project & Self-Review & Reflection & Peer reviews due prior to start of class on day of presentation
May 6- 10	Finals week		No final exam

Grading:

Business Project and Presentation	50% (100 points)
Personal Financial Planning Assignment	15% (30 points)
Resume/Cover letter/LinkedIn or Handshake profile	10% (20 points)
Compensation/Benefits presentations	10% (20 points)
DATA Self-Analysis	5% (10 points)
Mock Interviews/Peer Resume review	5% (10 points)
Social Media/Marketing and other Assignments	5% (10 points)

\*Schedule is subject to change based on instructor and guest speaker availability.