

HEALTHCARE ORGANIZATIONS™

Journal of Financial Management Strategies

USER MANUAL AND INSTRUCTIONS



Dear Colleagues,

Thank you for your subscription to **Healthcare Organizations** [*e-Journal of Financial Management Strategies*] on CD-ROM.

Produced by an experienced national team of medical professionals, health economists, facility administrators, accountants, health law experts and consultants; **Healthcare Organizations** [*e-Journal of Financial Management Strategies*] looks at ways to managing assets, costs, human resources, and healthcare claims. Everything - from inventory management to hybrid cost-analysis in order to accelerate the cash conversion cycle - is scrutinized. We also examine contemporaneous topics such as the lessons learned from healthcare market competition and the PPMC imbroglio of the early 2000s. This includes current methods for achieving hospital objectives, negotiating cost-volume-profit contracts, and understanding the financial impact of regulatory requirements under HIPAA, OSHA, the US Patriot Act, and the Sarbanes-Oxley Act. In addition, information technology issues like electronic medical records (EMRs), RFID controls, RSS, and computerized physician order entry (CPOE) systems are examined in detail. Virtually no health 2.0 facility operational, strategic or financial management topic is omitted.

This wide-ranging examination of the fiscal management scene for hospitals, healthcare organizations, clinics and outpatient centers includes case models, extensive appendices, and detailed checklists that step you through a review of main issues for each chapter.

Healthcare Organizations: [*e-Journal of Financial Management Strategies*] is dedicated to meeting the administrative needs of our nation's healthcare stakeholders in order to help them maintain a competitive edge in the markets they serve; and to take advantage of emerging business opportunities.

We therefore are pleased that you are the first *cynosure* in your organization to join us for the journey. Let **Healthcare Organizations:** [*e-Journal of Financial Management Strategies*] be your emerging guide.

Ann Miller RN, MHA – Executive Director

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iMBA Inc, Suite #5901 Wilbanks Drive Norcross GA 30092-1141 USA 770.448.0769 [vm]
www.HealthcareFinancials.com

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OPERATING INSTRUCTIONS

The CD-ROM is designed for any WINDOWS® based PC with MS-WORD®, or MAC computer with same, along with a utility bridge program such as VMWARE Fusion with Windows® [or similar]; purchased separately. But, it is not designed to run from a network server and should be loaded on a desktop computer, net book or laptop (PC). **It is self-loading.** A free *Adobe Reader®* utility program is also required for use, and is NOT supplied by us.

A printer will allow journal text documents to be printed. If all the information were printed, it would take more than 1,250 sheets of paper. This is not recommended. However, subscribers may still do so as older chapters of interest are replaced with newer versions, and redacted in a binder supplied by us for a small surcharge, or one that is self-supplied. Nevertheless, all subscribers are encouraged to read; study and learn one focused subject area at-a-time

Installation

The program is self-installing after placement into your CD-ROM disk drive. The software is divided into multiple files. Simply use arrow keys, a pointer or mouse to highlight the subject area that you want to study and press the "Enter" key or the "left button" on the mouse. Some subjects are further broken down into different parts to read. Choose the WORD® or .PDF icon you want to study and press "Enter" or the "left mouse button".

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