Overview: Healthcare administrators use various financial management tools for analyzing processes, mapping out performance objectives, reviewing case rates, and reviewing pay-for-performance incentives. Prompt: Use Google Spreadsheet or Microsoft Excel to chart, outline, or diagram at least three policies and/or processes that you, as a healthcare administrator, have determined need improvements. Examine the policies and/or processes that you identified within your discussion in Module Three for this activity. In order to gather three policies and/or processes, you will need to analyze policies and/or processes that your classmates identified as well. Then, organize these three policies and/or processes, as well as your justification for selecting each. You may use the Module Four Activity Template for this assignment, but using the template is not required. Guidelines for Submission:

Upload your chart as an XLS file (Excel or Google Spreadsheet or equivalent). You should follow current APA-style guidelines. Critical Elements Exemplary (100%) Proficient (90%) Needs Improvement (70%) Not Evident (0%) Value Visual Aid Meets “Proficient” criteria and demonstrates professional skills in visual aid creation Creates a visual aid that clearly communicates the policies and/or processes that need improvements Creates a visual aid that articulates the policies and/or processes that need improvements but is inaccurate and/or lacking details Does not create a visual aid that articulates the policies and/or processes that need improvements 20 Analyze Meets “Proficient” criteria and includes a variety of scholarly evidence as support for the visual aid Analyzes and determines policies and/or processes that need improvements

Analyzes and determines policies and/or processes that need improvements but is inaccurate and/or lacking details Does not analyze or determine policies and/or processes that need improvements 35 Justification Meets “Proficient” criteria and supports justification with explicit details Justifies the rationale behind selection of policies and/or processes that need improvements Justifies the rationale behind selection of policies and/or processes that need improvements but is inaccurate and/or lacking details Does not justify the rationale behind selection of policies and/or processes that need improvements 35 Articulation of Response Submission is free of errors in organization and grammar Submission is mostly free of errors of organization and grammar; errors are marginal and rarely interrupt the flow Submission contains errors of organization and grammar, but errors are limited enough so.