

Budgeting and Forecasting

Functionality Brief



The Budgeting and Forecasting functionality in MEDITECH's General Accounting solution offers your organization's executives, facility administrators, and department managers a powerful tool for creating and managing all budgets, from the simplest to the most complex.

Highlights:

- Access system-wide, current and historical data such as: personnel, resource, and material consumption and costs; actual and projected revenue; actual and projected service costs
- Perform "what-if" analysis on data to aid in projecting and forecasting budgetary information without corrupting the original data
- Factor variables into budgets, such as: depreciation and inflation percentages, staff size fluctuations, price changes, and new purchases of equipment and supplies
- Ensure consistent and coordinated budgeting processes and formats across the organization
- Add on-line notes to the budget to communicate information related to specific numbers

Budgeting and Forecasting Enables Executives and Department Managers to: Easily Plan Budgets Using On-line Worksheets

Budgeting and Forecasting supports an unlimited number of custom budget models and forecasts, including support for both annual and period-level budgets. A budget administrator can set the approved rates for the variables in the master budget, select which departments these variables apply to, and submit the on-line worksheet to the appropriate department managers for review and editing. A budget administrator can also issue constraints (such as financial limitations) on each department's worksheet.

Each department's budget is created by the appropriate budget planner using these on-line worksheets. Budget fields are identical in every worksheet regardless of department or facility, ensuring that each department's budget is generated through a consistent methodology.

View "What-if" Analysis Reports for Accurate Budget Planning

The Budgeting and Forecasting functionality projects future budgetary considerations or scenarios through conditional and "what-if" analysis. A budget planner can enter numbers based on various criteria, experimenting with different budget numbers until the most desirable distribution is created. Several versions of any budget can be created in order to project or forecast budgets or specific variables within a budget. Any edits made to the budget are highlighted to indicate need for approval.

A budget administrator can likewise utilize the "what-if" analysis capabilities to experiment with the numbers in the master budget model or adjust transdepartmental variables, such as the inflation rate, in order to view the impact on the overall budget.

Justify Budget Figures Using On-line Notes

Budget planners can enter on-line notes in the form of free text and pre-formatted canned text to explain budget numbers. Notes can be written for each number or for only those warranting explanation. Likewise, a budget administrator can write on-line notes explaining why the department's budget was approved or altered.

Manage the Master Budget on a Single Screen

The information from each department's worksheet is uploaded into the master budget model. Budget administrators can then view on a single screen:

- Totals for the entire organization (including multi-facility organizations)
- Budget numbers for each facility in the organization
- Grand totals for all departments
- Totals by selected department(s) only
- Totals in specific categories for all departments, such as total pay increases
- The drilled-down numbers that constitute the detail of a specific department's budget plan
- On-line notes explaining budget numbers.

When reviewing department budgets, the administrator can change a variable's rate either to see its effect on the rest of the budget numbers or simply to update the variable (i.e., inflation rate). Budget administrators can also override each department's budget manually, with any manual changes underlined to show they were entered by a user and not factored in by the system. Any changes to variables, such as changing the inflation rate, will not affect the new number. All numbers in the budget affected by the new (or manually entered) number are automatically recalculated to reflect that change. The overridden number can be recalled with the touch of a key.

Establish Security for Access In and Out of the Network

Budgeting and Forecasting functionality can be accessed by planners and administrators with the proper password authorization through any workstation located in their facilities, any facility in your healthcare network, or from off-site locations. Network security comes in the form of:

- Password-based security checks, which appear at several levels in the system
- Audit trails, which record all changes made to the data, identifying the time the change occurred and the individual making the change
- Audit reports, which track access to models (time/date and terminal location).

Reap the Benefits of Integration

As an integrated component of the MEDITECH EHR, Budgeting and Forecasting minimizes redundant data entry by automatically pulling in financial data captured throughout the MEDITECH system. Users have immediate access to:

- Expense projections in the General Ledger
- Projected employee numbers and salaries from Human Resource Planning
- Projected patient days and Admissions projections from Registration
- Revenue projections, managed care (third-party) contract analysis and negotiation, and reimbursement projections from Revenue Cycle.

For more information about us, contact a MEDITECH Marketing Consultant.

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