

Master Syllabus

HIM 2145 - Health Information Resource Management

Division: Health Sciences

Department: Health Information Management

Credit Hour Total: 3.0

Lecture Hrs: 2.0 **Lab Hrs:** 2.0

Prerequisite(s): HIM 1110 AND BIS 1221

Date Revised: November 2014

Course Description:

Planning, organizing, staffing, budgeting and analysis of management systems along with job standards and performance evaluations emphasizing development of supervisory management, leadership and communication skills. Two classroom, two lab hours per week.

General Education Outcomes:

- ▣ Critical Thinking/Problem Solving Competency
- ▣ Oral Communication Competency
- ▣ Values/Citizenship/Community Competency
- ▣ Information Literacy Competency

Course Outcomes:

Planning

Describe short term and strategic planning techniques commonly used in healthcare. Demonstrate understanding of space planning and ergonomic principles.

Assessment Method: Focus groups

Performance Criteria: Score 77% or higher

Assessment Method: Locally developed exams

Performance Criteria: Score 77% or higher

Assessment Method: Simulations

Performance Criteria: Score 77% or higher

Leadership and Decision Making

Demonstrate understanding of group dynamics, conflict management principles, and employee motivation.

Assessment Method: Locally developed exams

Performance Criteria: Score 77% or higher

Assessment Method: Simulations

Performance Criteria: Score 77% or higher

Professional Behavior

Demonstrate the personal behaviors, attitudes, and values consistent with and appropriate to the entry-level HIM professional.

Assessment Method: Behavioral observations

Performance Criteria: Score 77% or higher

Assessment Method: Performance appraisals

Performance Criteria: Score 77% or higher

Supervision and Management Principles

Demonstrate an understanding of basic principles of supervision and management as they apply to the healthcare environment.

Assessment Method: Focus groups

Performance Criteria: Score 77% or higher

Assessment Method: Locally developed exams

Performance Criteria: Score 77% or higher

Assessment Method: Simulations

Performance Criteria: Score 77% or higher

Budgeting

Demonstrate the ability to develop a departmental budget and discuss the review and approval process along with monitoring budget variances.

Assessment Method: Locally developed exams

Performance Criteria: Score 77% or higher

Assessment Method: Simulations

Performance Criteria: Score 77% or higher

Departmental Organization

Demonstrate the ability to assess workflow, determine personnel, equipment and supply needs, develop job standards and evaluate the effectiveness of departmental operations.

Assessment Method: Locally developed exams

Performance Criteria: Score 77% or higher

Assessment Method: Simulations
Performance Criteria: Score 77% or higher

Outline:

Supervision and management principles
Budgeting
Departmental organization
Planning
Leadership and decision making
Professional behavior