

## 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

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#### 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