Course Competency

HIM 2512C SUPERVISION AND ORGANIZATION FOR HEALTH INFORMATION MANAGEMENT

Course Description

This course will review the basic principles of management and organizational life in a health information management department and the interrelation ships within the health care organization. Emphasis will be placed on the supervisory role of the health information professional, including basic motivation and communication principles essential to the practice of health information management. The student will identify and use specific motivational and communication techniques in health information supervision. Prerequisites: HIM 1110, HIM 1110L; Corequisites: HIM2500, HIM 2500L, and HIM 2810. (1 hr. lecture; 2 hr. lab)

Course Competency	Learning Outcomes
Competency 1: The student will demonstrate practices and methods to manage and lead staff by using team approach, problem-solving skills, and labor laws to resolve conflicts in the workplace by:	1. Communication
1. Describing strategies of effective communication and feedback 2. Contrasting punitive language 3. Characterizing leadership styles of positive behavior and forward-thinking and thought theories 4. Demonstrating communication skills requisite for developing exemplary professional behavior	
Competency 2: The student will demonstrate knowledge in creating a diverse in the workplace by:	1. Cultural / Global Perspective
1. Describe the role of human resources in organization in hiring, rewarding, motivating, and effectively managing its people 2. Evaluating human resource recruiting methods and their effectiveness 3. Justifying the need for cultural diversity in the workplace	

Competency 3: The student will learn the importance organizational laws governing the management of Health Information professionals by:	1. Social Responsibility
1. Applying elements of Six Sigma to supervision and management 2. Applying compliance laws and programs affecting supervision of Health Information Professionals 3. Evaluating risk and the financial implications in patient care and organizational departments (antitrust, employee accidents/worker's compensation/hiring/termination, fraudulent billing/claims, securities violations, equipment theft, workplace issues, breach of contract, confidentiality)	

Updated: FALL TERM 2022