COMMON COURSE OUTLINE: Course discipline/number/title: HIMC 2820: Supervision of Health Information

A. CATALOG DESCRIPTION
   1. Credits: 3
   2. Hours/Week: 3 (lecture)
   3. Prerequisites (Course discipline/number): HIMC 1840 and HIMC 1800. College-level reading skills: Appropriate score on RCTC placement test or completion of appropriate developmental course with grade of C or better.
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

This course is a study of the basic principles of management, communication, and relationships in creating a productive work environment in a health care facility. Effectiveness in dealing with co-workers, patients, and health care providers is also studied.

B. DATE LAST REVISED (Month, year): February, 2016

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Basic principles of management, communication, and relationship in creating a productive work environment in a health care facility.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
   2. Explain the process used in the selection and implementation of health information management systems.
   3. Utilize health information to support enterprise wide decision support for strategic planning.
   4. Analyze policies and procedures to ensure organizational compliance with regulations and standards.
   5. Summarize health information related leadership roles.
   6. Apply the fundamentals of team leadership.
   7. Organize and facilitate meetings.
   8. Recognize the impact of change management on processes, people and systems.
   10. Identify cost-saving and efficient means of achieving work processes and goals.
   11. Report staffing levels and productivity standards for health information functions.
   12. Interpret compliance with local, state, federal labor regulations.
   13. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions.
   14. Explain the methodology of training and development.
   15. Explain return on investment for employee training/development.
   16. Summarize a collection methodology for data to guide strategic and organizational management.
   17. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.
   18. Plan budgets.
   19. Explain accounting methodologies.
   20. Explain budget variances.
   21. Assess how cultural issues affect health, healthcare quality, cost, and HIM.
   22. Create programs and policies that support a culture of diversity.

E. LEARNING OUTCOMES (MNTC): None

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Discussions
   2. Textbook assignments
   3. Case studies
   4. Research paper
   5. Tests
RCTC CORE OUTCOME(S) ADDRESSED:

- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

SPECIAL INFORMATION (if any): None