

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): None
4. Other requirements: College level reading skills, appropriate score on RCTC placement test or completion of appropriate developmental course with grade of C or better.
5. MnTC Goals (if any): NA

B. COURSE DESCRIPTION: 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. College level reading skills, appropriate score on RCTC placement test or completion of appropriate developmental course with grade of C or better.

C. DATE LAST REVISED (Month, year): February, 2019

D. OUTLINE OF MAJOR CONTENT AREAS:

1. Supervision
 - a) Planning
 - b) Organizing
 - c) Coordinating
 - d) Controlling
2. Delegation and empowerment of staff
3. Recruitment
 - a) Interviewing
 - b) Reference checks
4. Performance appraisals
5. Motivation of employees
 - a) Team leadership
6. Discipline of employees
7. Communication skills
8. Planning and conducting a meeting
 - a) Employee development
9. Budgeting and Cost Control
 - a) Accounting methodologies
 - b) Budget variances
10. Quality and Productivity standards
11. Legal and ethical considerations
 - a) State and federal labor regulations
12. Policies and procedures
13. Culture of diversity
14. Vendor/contract management

E. 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.
9. Utilize tools and techniques to monitor, report, and improve processes.
10. Identify cost-saving and efficient means of achieving work processes and goals.

- E. LEARNING OUTCOMES (GENERAL): The student will be able to: Continued. . .
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.
 23. Explain Vendor/Contract Management.
- F. LEARNING OUTCOMES (MNTC): NA
- G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Textbook assignments
 2. Discussions
 3. Presentations
 4. Tests
- H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s):
Global Awareness and Diversity. Students will demonstrate an understanding of and respect for human diversity through their words and actions.
- I. SPECIAL INFORMATION (if any): None