



### **Course Description**

#### **HIM2512C | Supervision & Organization for Health Information Management | 2.00 credits**

This course will review the basic principles of management and organizational life in a health information management department and the interrelationships 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: HIM1110, 1110L; corequisites: HIM2500, 2500L, 2810.

### **Course Competencies:**

**Competency 1:** The student will demonstrate practices and methods to manage and lead staff by using a team approach, problem-solving skills, and labor laws to resolve conflicts in the workplace by:

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. Describe the role of human resources in the 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 of organizational laws governing the management of Health Information professionals by:

1. Applying elements of Six Sigma to supervision and management
2. Applying compliance laws and programs affecting the 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)

### **Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Demonstrate knowledge of diverse cultures, including global and historical perspectives
- Create strategies that can be used to fulfill personal, civic, and social responsibilities