

STANDARD COURSE OUTLINE

HIM 2413 Management in HIM

PREREQUISITE Acceptance into the HIM Program

COURSE DESCRIPTION:

Principles and practices essential to the efficient use of human, financial, and physical resources within health information systems. Focus on roles and responsibilities applicable to practice as a health information team performing planning, organizing, directing, and controlling functions

CREDIT HOURS 3 credit hour

The student will need to obtain transfer information from the institution he/she is transferring to in order to determine transferability.

TARGET AUDIENCE

This course is an introduction to health information management. Students apply for and are selected for admission into the Health Information Management Program. Certification as a Registered Health Information Technician should be the end-goal for all individuals.

REFERENCES:

Journals of Ahima available online and in the NWACC Library

AHIMA membership is a requirement of NWACC's Health Information Management Program. Some assignments require the student to access the AHIMA site as a member. If the student is already a member, then it is not necessary to also become a student member.

AHIMA student membership costs \$49 per year.

To become a student member of AHIMA, please do the following:

1. Go to the AHIMA website at www.ahima.org.
2. Click on the Membership tab and follow the instructions to join as a student member.
3. If you experience problems when joining, please E-mail info@ahima.org, or call AHIMA at (800) 335-5535.

COURSE OBJECTIVES/OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Apply the fundamentals of teams and committees.
2. Evaluate staffing levels and productivity standards for healthcare organization, and provide feedback to management and staff regarding performance.
3. Communicate benchmark staff performance data
4. Prioritize job functions and activities
5. Make recommendations for items to include in budgets and contracts
6. Monitor and order supplies needed for work processes
7. Recommend cost-saving and efficient means of achieving work processes and goals.
8. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.