

Northwest Arkansas Community College
Division of Health Professions
Health Information Management

Discipline Code

HIM

Course Number

2413

Course Title

Management in HIM

Catalog 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

Prerequisites

Credit Hours

3 credit hours

Contact hours

45 lecture contact hours

Load hours

3 load hours

Semesters Offered

Fall

ACTS Equivalent

None

Grade Mode

A-F (HIM Program Grading Scale)

Learning 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.

General Education Outcomes Supported

- Students develop higher order thinking skills.
- Students can write clear, coherent, well-organized documents, substantially free of errors.
- Students can use computers proficiently.
- Students can employ a variety of sources to locate, evaluate, and use Information.