

Course Outline for HITM2250 — Supervisory Leadership in Health

Credits:	3 (3/0/0)
Description:	This course provides practical instruction in supervisory and management principles from a health information management (HIM) perspective. The principles introduced will provide a foundation and path for sound management practice and decision making. The course covers theories of management, supervisory and management functions in HIM, change management, legal aspects, policies, procedures, accounting methodologies and the support of diversity in the workplace. Staff recruitment, retention, training and development in HIM are also covered.
Prerequisites:	HITM1150
Corequisites:	(None)
Competencies:	<ol style="list-style-type: none"> 1. Apply the fundamentals of team leadership. 2. Monitor staffing levels and productivity standards for health information functions and provide feedback to management and staff. 3. Prioritize job functions and activities. 4. Use quality improvement tools and techniques to monitor, report and improve processes. 5. Summarize health information-related leadership roles. 6. Organize and facilitate meetings. 7. Recognize the impact of change management on processes, people and systems. 8. Interpret compliance with local, state and federal labor regulations. 9. Adhere to work plans, policies, procedures and resource requisitions in relation to job functions. 10. Explain the methodology of staff training and development and the return on investment for these activities. 11. Plan budgets and explain budget variances. 12. Explain accounting methodologies. 13. Create programs and policies that support a culture of diversity.
Goal Areas:	(None)