

HITM2256 - Management Practice in Health Information Management

Credits:	3 (3/0/0)
Description:	This course provides instruction in management principles from a health information management (HIM) viewpoint, providing a foundation for management practice and decision making. In addition to theories of management, budgeting, staffing and performance management are studied.
Prerequisites:	<ul style="list-style-type: none"> • HITM1151 • MATH0095
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> 1. Generate and report employee productivity rates. 2. Identify the impact of organizational change. 3. Apply productivity standards to health information management functions. 4. Calculate full-time equivalent needs based on workload. 5. Model departmental workflows. 6. Demonstrate leadership skills in problem solving and decision making. 7. Develop educational tools that model human resource policies and procedures. 8. Create meeting agendas and minutes. 9. Utilize financial management processes. 10. Examine behaviors that embrace cultural diversity. 11. Identify processes of workforce training for health care organizations.
MnTC goal areas:	None

*Can be taking as a Prerequisite or Corequisite.