

# 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"> <li>• HITM1151</li> <li>• MATH0095</li> </ul>
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> <li>1. Generate and report employee productivity rates.</li> <li>2. Identify the impact of organizational change.</li> <li>3. Apply productivity standards to health information management functions.</li> <li>4. Calculate full-time equivalent needs based on workload.</li> <li>5. Model departmental workflows.</li> <li>6. Demonstrate leadership skills in problem solving and decision making.</li> <li>7. Develop educational tools that model human resource policies and procedures.</li> <li>8. Create meeting agendas and minutes.</li> <li>9. Utilize financial management processes.</li> <li>10. Examine behaviors that embrace cultural diversity.</li> <li>11. Identify processes of workforce training for health care organizations.</li> </ol>
MnTC goal areas:	None

\*Can be taking as a Prerequisite or Corequisite.