Faculty members are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. HIMC_________ COURSE NUMBER: 2110

NUMBER OF CREDITS: 3 Lecture: 3 Lab: 0

Course Title:
Management and Supervision of Health Information

Catalog Description:
This course will introduce students to the basic principles of management, communication and relationships that are critical to creating a positive and respectful work environment with an emphasis in healthcare facilities. Students will learn to manage and deal with coworkers, patients and health care facility personnel.

FULFILLS MN TRANSFER CURRICULUM AREA(S)
Goal 1: Communication: ____ by meeting the following competencies:
Goal 2: Critical Thinking: ____ by meeting the following competencies:
Goal 3: Natural Sciences: ____ by meeting the following competencies:
Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:
Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:
Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:
Goal 7: Human Diversity: ____ by meeting the following competencies:
Goal 8: Global Perspective: ____ by meeting the following competencies:
Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:
Goal 10: People and the Environment: ____ by meeting the following competencies:

Prerequisites or Necessary Entry Skills/Knowledge:
HIMC 140 Introduction to Health Information and Delivery Systems
**Topics to be Covered**

- Principles of managing employees and relationships
- Managing communication to create a positive productive work environment in a health care facility.

**Student Learning Outcomes**

1. Define and describe a supervisor’s role in the workplace and explain how to prioritize job functions and activities.
2. Demonstrate work habits effective in the health care field.
3. Identify conflict resolution principles and the rules and techniques of effective negotiations.
4. Describe characteristics of effective self-directed teams.
5. Demonstrate the effective work habits of a professional in the health care field.
6. Identify and participate in peer group discussions.
7. Demonstrate oral and written communications skills.
8. Conduct structured interview and demonstrate active listening skills.
9. Identify and analyze communication channels and barriers.
10. Identify health management objectives.
11. Demonstrate decision-making processes.
12. Demonstrate the ability to write employee performance objectives and write task procedures.
13. Outline authority theories and institution policies.
14. Demonstrate the ability to delegate tasks and empower employees.
15. Demonstrate the ability to follow the disciplinary action process.
16. Define sexual harassment and identify the appropriate policies and procedures.
17. Plan, implement and participate in in-services and staff development activities for staff.
18. Contribute to work teams and committees while applying the fundamentals of team leadership.
19. Organize and conduct new staff/employee orientations and continuing education sessions.
20. Evaluate staffing levels and productivity for health information staff and report to management on issues and performance.
21. Interpret and communicate benchmark performance data to management.
22. Make recommendations to budgets and contracts and recommend cost saving strategies and improve efficiency.
23. Use quality improvement tools and techniques.
24. Contribute and collaborate with management on work plans, policies, procedures and work place strategies.

**Is this course part of a transfer pathway:** Yes ☐ No ☒

Revised 2/2020