MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

Faculty is 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

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 crucial 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.

AUDIENCE: Health Information Technology students as well as students who satisfy the prerequisite requirements and are interested in gaining more knowledge in this area.

FULFILLS MN TRANSFER CURRICULUM AREA(S) N/A

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: HIMC 1140: Intro to Health Information and Delivery Systems

LENGTH OF COURSE: 1 semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐     fall ☑     spring ☑     summer ☐     undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are: learn and apply the guidelines and concepts of management in a health care facility and have a working knowledge on how to effectively deal with future co-workers, patients and health care providers.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through: critical thinking exercises to interpret case studies and participate in-group discussions. Students will use problem-solving skills during role-playing and in completing case studies.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Participation in online discussions.
   b. Cooperative attitude with other students and instructor.
c. Ability to communicate via D2L, through email, discussion groups, and classroom materials.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Understanding the need to communicate with a diverse population.
   b. Gaining a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status.

TOPICS TO BE COVERED: Students will learn the principles of managing employees and relationships as well as managing communication to create a positive productive work environment in a health care facility.

COURSE LEARNING OUTCOMES (GENERAL):

a. Define and describe a supervisor’s role in the workplace and explain how to prioritize job functions and activities.

b. Demonstrate work habits effective in the health care field.

c. Identify conflict resolution principles and the rules and techniques of effective negotiations.

d. Describe characteristics of effective self-directed teams.

e. Demonstrate the effective work habits of a professional in the health care field.

f. Identify and participate in peer group discussions.

g. Demonstrate oral and written communication skills.

h. Conduct structured interviews and demonstrate active listening skills.

i. Identify and analyze communication channels and barriers.

j. Identify health management objectives.

k. Demonstrate decision-making processes.

l. Demonstrate the ability to write employee performance objectives and write task procedures.

m. Outline authority theories and institution policies.

n. Demonstrate the ability to delegate tasks and empower employees.

o. Demonstrate the ability to follow the disciplinary action process.

p. Define sexual harassment and identify the appropriate policies and procedures.

q. Plan, implement and participate in in-services and staff development activities for staff.

r. Contribute to work teams and committees while applying the fundamentals of team leadership.

s. Organize and conduct new staff/employee orientations and continuing education sessions.

t. Evaluate staffing levels and productivity for health information staff and report to management on issues and performance.

u. Interpret and communicate benchmark performance data to management.

v. Make recommendations to budgets and contracts and recommend cost saving strategies and improve efficiency.

w. Use quality improvement tools and techniques.

x. Contribute and collaborate with management on work plans, policies, procedures and work place strategies.
STUDENT LEARNING OUTCOMES (SPECIFIC): Achieve expected course outcomes and a percentage score acceptable to the respective program. Students should be prepared to take the RHIT exam through AHIMA following completion of their health information technology courses.

LEARNING/TEACHING TECHNIQUES used in the course are:
- [x] Collaborative Learning
- [x] Problem Solving
- [ ] Student Presentations
- [ ] Interactive Lectures
- [x] Creative Projects
- [x] Individual Coaching
- [ ] Lecture
- [ ] Films/Videos/Slides
- [ ] Demonstrations
- [ ] Other (describe below)
- [x] Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- [x] Reading
- [ ] Oral Presentations
- [x] Textbook Problems
- [ ] Group Problems
- [ ] Other (describe below)
- [x] Tests
- [ ] Worksheets
- [ ] Papers
- [ ] Term Paper
- [ ] Individual Projects
- [ ] Collaborative Projects
- [ ] Portfolio

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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