

Syllabus

Course Number: HIM 470

Course Title: Organizational Management in HIM

Course Description:

This course examines the organizational system and the integration of quality improvement strategies, performance management, information management principles and strategies, finance and budget constructs, human resource components, strategic planning, and managing for change, cultural and organizational improvements. Professional ethics related to HIM is also included.

Prerequisite Courses:

Senior Status Only

Course Outcomes:

Upon completion of this course, learners should be able to:

1. Discover personal leadership style using contemporary leadership theory & principles (VI.A.2)
2. Model ethical behavior in decision-making.(Subdomain VI.H.1)
3. Evaluate and manage HIM-related elements of the revenue cycle.
4. Apply principles of quality and performance improvement and assessment in the workplace.(III.H.4 & 5)
5. Evaluate service level agreements (SLAs) and vendor contracts.
6. Evaluate capital and operational budgets at the department level.(Subdomain VI.G.1)
7. Evaluate expenses, outsourcing and other strategies for cost management (Cost benefit analysis (VI.G.2).
8. Develop and manage aspects of a strategic plan. (III.B.1)
9. Contribute to management of IM (Information Management) plans, including disaster and recovery planning and those that relate to JCAHO accreditation. (Subdomain III.B.1)
10. Manage human resource aspects of a department including employment laws, staffing, productivity and performance standards and reviews. (Subdomain VI.D. 1-5)
11. Prepare data presentations to assist in department and organization-wide decision-making. (Subdomain III.C.1 and Subdomain III.H. 3 and 4.)

12. Employ management techniques such as negotiation, consensus building, running meetings, teams, committees. (VI.A. 1, 4, 5)

(HIM Competencies are in parenthesis after the goal statement if applicable).

Course Materials:

Required Texts:

Fallon, L, Begun, J., Riley, W. (2013). Managing health organizations for quality and performance. Jones & Bartlett Learning, Burlington, MA

Pre-Assignment:

Online Format: Sign on to D2L (Home Page) and become familiar with the course navigation of the Web Curriculum.

Pre-Assignment Due Dates:

Online Format: The instructor will specify the due date for this assignment.



Course Assignments and Activities:

	Topics	Readings	Activities Assignments and Associated Points
1	Leadership & Management	Fallon Text Chapters 10, 17, & 18	Discussion: Leadership (5) Assignment: Change Mgmt (10)
2	Building a Quality Culture	Fallon Text Chapters 1, 6, & 9	Discussion (5) Assignment: Culture Assessment (10)
3	Managing Performance & Quality	Fallon Text Chapters 11 & 14	Discussion (5)
4	Data Use & Presentation	Videos on Quality Tools	Discussion (5) Begin Quality Project: Due in Week 7
5	Organization Collaboration & Dynamics	Fallon Text Chapters 7, 12, & 13	Discussion (5)
6	Human Resource Management	Fallon Text Chapters 7 & 8	Discussion (5) Assignment: Discipline (10)
7	Finance, Budget & Contract Management	Fallon Text Chapters 15 & 16	Discussion (5) Assignment: Vendor Mgmt (10) Quality Project (35)
8	Strategic Planning, Business Continuity & Disaster Planning	Fallon Text Chapters 3 & 5 SWOT Analysis Resource	
			Maximum Points Possible:115

CC&IS Grading Scale

Letter Grade	Percentage	Grade Point
A	93 to 100	4.00
A-	90 to less than 93	3.67
B+	87 to less than 90	3.33
B	83 to less than 87	3.00
B-	80 to less than 83	2.67
C+	77 to less than 80	2.33
C	73 to less than 77	2.00
C-	70 to less than 73	1.67
D+	67 to less than 70	1.33
D	63 to less than 67	1.00
D-	60 to less than 63	.67
F	Less than 60	0

Additional information about grading can be found in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx>.

CC&IS Policies and Procedures

Each of the following CC&IS Policies & Procedures is incorporated here by reference. Students are expected to review this information each term, and agree to the policies and procedures as identified here and specified in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx> or at the link provided.

- The CC&IS Academic Integrity Policy.
- The Student Honor Code and Student Standards of Conduct.
- Incomplete Grade Policy, Pass / No Pass Grades, Grade Reports.
- The Information Privacy policy and FERPA. For more information regarding FERPA, visit the [U.S. Department of Education](#).
- The HIPAA policies for protected health information. The complete Regis University HIPAA Privacy & Security policy can be found here: <http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Auxiliary-Business/HIPAA.aspx>.
- The Human Subjects Institutional Review Board (IRB) procedures. More information about the IRB and its processes can be found here: <http://regis.edu/Academics/Academic-Grants/Proposals/Regis-Information/IRB.aspx>.

The CC&IS Policies & Procedures Syllabus Addendum summarizes additional important policies including, Diversity, Equal Access, Disability Services, and Attendance & Participation that apply to every course offered by the College of Computer & Information Sciences at Regis University. A copy of the CC&IS Policies & Procedures Syllabus Addendum can be found here: <https://in2.regis.edu/sites/ccis/policies/Repository/CCIS%20Syllabus%20Addendum.docx>.