HIM 470 Organizational Management in HIM

COURSE SYLLABUS

INSTRUCTOR: Sheila Carlon, Ph.D., RHIA, CHPS

scarlon@regis.edu

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. Pre-requisite: Senior status only.

CREDITS:

Three credits.

PREREQUISITES:

Senior status

REQUIRED MATERIALS:

Fallon, Begun & Riley. Managing Health Organizations for Quality & Performance. Jones & Bartlett. 2013. ISBN: 13-978-1-4496-1471-3.

COURSE OBJECTIVES:

Upon completion of the course, the student 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)

10. Prepare data presentations to assist in department and organization-wide decision-making. (Subdomain III.C.1 and Subdomain III.H. 3 and 4.)

11. 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).

GRADING CRITERIA:

Each successful student is expected to:

1.   Score a 75% or higher on the exams and graded assignments.

2.   Contribute to all class discussions and activities.

3.   Complete all reading and preparatory assignments prior to the start of each workshop.

ACTIVITIES AND GRADE ALLOCATION:

Activities	Points for Grade
Discussions (8)	40
Week 1 Writing Assign (Change Mgmt.)	10
Week 2 Writing Assign (Culture Assess)	10
Week 4: QI Project	35
Week 6 Writing Assignment (HR/discipline)	10
Week 7 Writing Assignment (Contract analysis)	10
Total	**115**

ACADEMIC INTEGRITY POLICY:

The university has adopted a student academic integrity policy to be followed by all students regardless of their home College. Students should have completed the Academic Integrity Tutorial and should review the policy in its entirety at:

http://www.regis.edu/About-Regis-University/Policies-and-Procedures.aspx;

Written Assignments:

An important component of this course is the completion of the written assignments. All written assignments are expected to meet undergraduate level standards. Assignments will be graded for content and writing skills.

The Publication Manual of the American Psychological Association (APA) is to be used for written work in the College of Computer and Information Sciences. APA resources may be found at:

Participation:

Due to the accelerated nature of the course, class participation is very important since we learn from each other. Your participation points – mainly in the discussion – will be graded accordingly. If you miss a discussion, you may not make it up since you will have missed the participation of others. Timely posting of the required information is also important. In order to obtain full points, your initial post must be substantial, referenced if necessary and you must respond to at least two other students.

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