

Syllabus

Course Number: HIM 485

Course Title: Management Practicum

Course Description:

The overall objective of this course is to provide Health Information Management (HIM) students with hands on, reality-based experiences in a HIM, or related site, which will reinforce and enhance classroom learning. Experience in both traditional and non-traditional sites is encouraged as the HIM field expands into other areas of the health care industry.

While student preference is taken into account, the primary concern of the faculty is to provide the student with a well-rounded professional practice experience and exposure to a variety of management styles and organizational practices.

Prerequisite Courses:

All HIM coursework should be completed or completed within the semester of the management practicum.

Course Overview

The mission of the Health Information Management Program is to promote excellence and leadership in health information management. The HIM Directed Practice and Management Practicums are an important aspect of the students program insofar as they provide a means for classroom knowledge and practical experience to come together in a unique learning experience.

Course Materials:

Required Resources:

Regis University Name Tag

Pre-Assignment:

Online Format: Sign on to D2L (Home Page) and become familiar with the course navigation of the Web Curriculum. Review the student responsibilities and management practicum deliverables prior to the first day at the practicum site.

Course Assignments and Activities:

Deliverables	Points
Weekly Logs & Summaries <ul style="list-style-type: none"> • Clarity, Conciseness, Completeness & Timeliness • Documentation of AHIMA credentialed mentors 	25
Final Report <ul style="list-style-type: none"> • Includes three components: Site Profile, Practicum Summary Report and Practicum Project Report • Organization, Clarity, Conciseness, Completeness & Timeliness of all components • Preparation and completion of Site Profile • Preparation and organization of final report outlined schedules, projects, flow charts, sample forms, etc. pertinent to the clinical experience • Students' demonstration of competence through the contribution to and completion of projects and reports for the Clinical Site Supervisor 	55
Evaluations <ul style="list-style-type: none"> • Clinical Site Supervisor's Assessment and Written Evaluation • Observations and assessment of student professionalism by the Clinical Coordinator 	10
Service Activity Report <ul style="list-style-type: none"> • Demonstration of completed activity • Clarity, Conciseness, Completeness & Timeliness 	10
	Maximum Points Possible: 100

Course Policies and Procedures:

Scheduling Your Internship

It is the student's responsibility to contact the Practicum Site Coordinators at least ONE semester prior to the semester in which you plan to begin your practicum or during the completion of HIM385. Complete the form for site selection (double click the icon below for the form) with your available times and submit to the site coordinator along with your most current resume.



HIM485_PracticumSiteRequestForm.docx

You must inform both the Practicum Site Coordinator a minimum of one semester (8 weeks) prior to your anticipated start date.

Colorado based: Kelly Rinker, krinker@regis.edu, 303-964-5454

Outside of Colorado: Sheila Carlon, scarlon@regis.edu, 303-458-4108

Dates

In order to ensure that you have appropriate liability and worker's compensation coverage throughout your placement, you must schedule your start date in accordance with the established University academic periods. You may start your practicum the Monday following the beginning of a term. Other than this restriction, practicum placements may end at any time and may continue across terms.

Registration

You must register before the last day of Add/Drop for the session in which you will begin, even if you are not starting until late in the session. Late registration will result in a late registration fee which we will not waive.

Health Forms

Please review the health policies in your HIM Student Handbook carefully and have your forms completed and returned to the HIM office several weeks prior to your start date. These requirements, including a TB test within the past six months, are established by the School in accordance with State regulations and the policies of our clinical sites as well as in the interest of your safety. You will not be allowed to start your practicum without full documentation of your health status, immunizations and health insurance.

Background Checks

Please follow the department/school policy for background checks using Certified Background and following the appropriate procedures. You should have completed this step as part of the Admission process and your status will be checked prior to the start of your practicum or directed practice. You may NOT begin your practicum or directed practice without completing the background check.

Name Tags

For purposes of liability, a Regis name tag must be worn at all times when on site during the practicum. Students must submit a Name Tag Order Form to the HIM Office (double click the icon below for the form)



HIM485_NameTagOrderForm.docx

HIM Policies on Student Placements

According to the American Health Information Management Association HIM program guidelines essentials, "students are not to be substituted for paid staff. Students **may not** take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision."

1. Students may receive no remuneration for their practicum activities.
2. Exposure of the student to a variety of settings is a prime concern of the HIM program; therefore, it is strongly recommended that a student not be placed at a practicum site if the student is employed by that facility.

However, due to travel constraints, including work and personal responsibilities, exceptions may be granted by the HIM Practicum Coordinator. Such a request must be made in writing with clear explanation of extenuating circumstances. A clear understanding must be established with the student and Practicum Site Supervisor to avoid conflict of interest issues and to delineate content of clinical experiences.

Cancellations and Rescheduling

Once the clinical placement dates have been approved and confirmed, no cancellations or rescheduling will be done except under extenuating circumstances such as illnesses, death in the family, unexpected staffing problems at students' job site, or request of the clinical site. A student should not cancel a scheduled placement without such extenuating circumstances since rescheduling is time consuming and an appropriate substitute clinical site may not be readily available.

Insurance Coverage

A list of all potential practicum student dates of placements, and sites will be sent to the Business Office so that the students will be covered by Regis University Worker's Compensation during the assigned periods.

All students are expected to carry personal health and liability insurance coverage. Evidence of personal health coverage must be on file in the HIM department prior to starting a practicum placement. Student professional liability insurance is provided through the group University policy. The insurance premium is assessed as a student fee attached to the course registration. This policy covers students during all approved student practice experiences while in the program. The policy also requires appropriate student supervision while in the clinical setting. Students must not take on responsibility that is above their capability in any student experience.

Certain placement situations require proof of such insurance. The student can request verification of insurance from the HIM department.

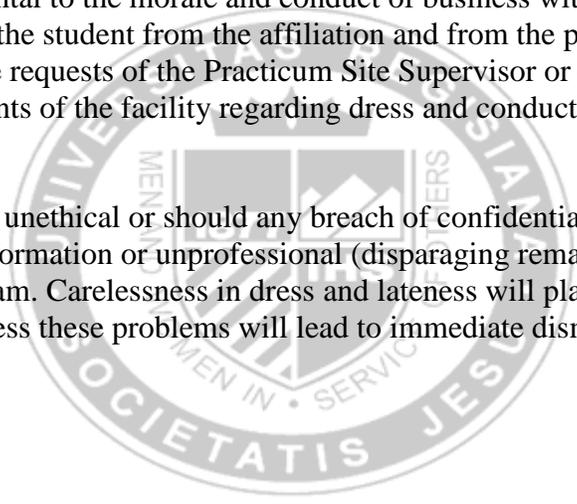
Resolution of Problems/Dismissals

Should any problem arise during the clinical placement, the Practicum Coordinator will make every effort to solve the difficulty with the student and Practicum Site Supervisor. If it is not possible to amend the situation, the student will be removed from the practicum site and reassigned.

If, in the opinion of the Practicum Coordinator, the student is not being properly utilized by the clinical site (i.e., the student is being substituted for a paid employee or is assigned only clerical tasks (filing, telephone answering, typing), the Practicum Coordinator will discuss this concern with the Practicum Site Supervisor in an attempt to resolve such situation. Again, if this situation cannot be resolved to the satisfaction of the Practicum Coordinator, the student will be reassigned.

Student behavior detrimental to the morale and conduct of business within the practicum site will be grounds for removing the student from the affiliation and from the program. Such conduct as ignoring or overriding the requests of the Practicum Site Supervisor or designated representative, failure to meet requirements of the facility regarding dress and conduct will be grounds for removal also.

If the student's conduct is unethical or should any breach of confidentiality occur (improper release of confidential information or unprofessional (disparaging remarks)) the student will be dismissed from the program. Carelessness in dress and lateness will place the student on probation. Failure to redress these problems will lead to immediate dismissal from the HIM program.



HIM Student Attire for Practicums

As health care professionals, students in degree programs in HIM are expected to dress in a manner that demonstrates professionalism during class, during on campus activities and in internship situations. While classroom attire can be of a more casual nature, internship and practicum dress should reflect professional taste and remain in line with the facility where the internship is scheduled.

Hair: Hair should be clean and neatly groomed.

Nails: Nails must be neatly manicured (not chipped) and kept at a length that will not interfere with any job duties you may be asked to perform. Some hospitals or agencies may have policies about acrylic nails, etc. which we will try to identify prior to placement.

General Hygiene: Offensive body odor and poor personal hygiene is not acceptable.

Jewelry: Take a conservative approach to wearing jewelry of any kind. Some facilities prohibit the wearing of jewelry for religious reasons. (Adventist hospitals, for instance). We will try to identify these prior to placement.

Shirts: Revealing clothing (*e.g.*, tank tops, spaghetti straps, halter tops, midriffs, tube tops, swim tops) is not permitted, and proper undergarments shall be worn. Torso exposure will not be permitted. Men's shirts must have sleeves and a collar. Shirts with graphics or print that may be considered distracting, provocative, or offensive are not to be worn on campus or at internship sites.

Skirts/Dresses: Skirt lengths must be of a conservative nature; no mini-skirts or tight fitting skirts are allowed. Skirts or dresses made of denim material are sometimes not permitted in facilities.

Pants/Slacks: Pants should fit properly around the waist, have no holes and should not be made of denim.

Shoes: Shoes must be clean and in good condition. Open toe shoes are permitted only if the facility permits open toe shoes. Flip-flops are not permitted. The facility may dictate other rules for shoes. Again, we will try to identify this ahead of placements.

Head Gear: Only headgear worn for bona fide religious or medical purposes is permissible at internship sites.

A faculty member or internship placement coordinator who sees a student in violation of the student dress code policy will either address the student or notify the appropriate clinical contact. Continued infractions of the dress code policy will result in a discussion with the HIM Program Director and may place the student in Academic Jeopardy regarding professional behavior.

Definition of Terms

1. **Practicum Site Supervisor/Manager** - Individual employed by a health care organization, who accepts responsibility for overseeing and directing student activities during the practicum, this person is usually the Director or their designated representative such as the Assistant Director or department Manager/Supervisor.
2. **Practicum Coordinator** - Individual employed as faculty or affiliate faculty by Regis University under the direction of the Director of HIM. The Practicum Coordinator contacts practicum sites, makes arrangements for placement of HIM students in approved facilities, and serves as affiliate faculty in the evaluation of student performance.

Practicum Coordinator Responsibilities (School)

1. Contacts approved clinical sites to determine availability, based on documentation provided by the HIM student on the Practicum Site Request Form, NOTE: Students may not receive their site preference(s) due to lack of availability or incompatibility issues. The student must be flexible to assure appropriate site assignment.
2. Conducts an assessment of any new site and initiates the contract process as needed. A professional resume is requested of the Practicum Site Supervisor as needed.
3. Notifies, upon mutual agreement of times, dates and student assignment, the HIM Program Assistant to send confirmation letters to the Practicum Site Supervisor and the HIM student.
4. Provides all parties with phone numbers to facilitate communication between the site and the HIM student.
5. Monitors each student's performance through the online classroom, email or phone call.
6. Reviews weekly logs and summaries submitted by the students and provides timely feedback and advisement as necessary.
7. Intervenes immediately in the event of reports of poor performance or incompatibility, in collaboration with the HIM Department Director, to assess the situation and make changes as necessary to accommodate the needs of the student and practicum site.
8. Submit, upon conclusion of the practicum, individual student grades based on summaries, projects, final papers, notebooks, and grade recommendation provided by the Practicum Site Supervisor.
9. Refers any matters of an unusual nature to the attention of the HIM department director immediately.
10. Provides a certificate for AHIMA approved continuing education hours, up to 5 hours per student, for all AHIMA credentialed individuals assisting in the practicum.

Practicum Site Manager Responsibilities

1. Meets, whenever possible, with the student prior to the practicum start date to discuss the practicum in general and the scheduling of activities.
2. Provides for a thorough tour and orientation to the practicum site.
3. Provides the HIM student with a weekly schedule so that all parties can be assured that the student will receive a thorough overview of departmental activities. It is recommended that the Supervisor or Designee meet periodically with the student to discuss progress and assignments.

4. Notifies the Practicum Coordinator of any questions or concerns that arise during the practicum as soon as possible.
5. Completes and sends the student evaluation to the Practicum Coordinator within two weeks after completion of the placement. Reviews the evaluation with the student since input from each Practicum Site Supervisor is an essential part of the evaluation process.
6. Applies standards comparable to those of the academic environment in assignment of a grade. Refers questions regarding assignment of a grade to the Practicum Coordinator.

HIM Student Responsibilities

1. Complete the appropriate course registration.
2. Submit a practicum site request form and a signed confidentiality statement to the Practicum Coordinator. Sample forms follow.
3. Provide proof of personal health insurance coverage, health status and current immunizations.
4. Obtain professional liability insurance coverage. This is automatically billed to each student upon registration in each practicum course and is provided under a blanket policy.
5. Contact the Practicum Site Supervisor, by phone or email, prior to the beginning of the practicum to determine work hours.
6. Submit a resume. If requesting waiver of hours, complete the more detailed Education/Experience Summary. The format and instructions for the Education/Experience Summary are included in this section.
7. Maintain and submit a weekly log and weekly summary report. A sample summary format is provided in the online classroom.
8. Complete the Final Report, evaluation and service activity report. Instructions are provided in the online classroom.
9. Complete and submit all required reports within two weeks following completion of the practicum.
10. Notify the Practicum Site Coordinator, Practicum Coordinator or HIM department director of any problems, concerns or extenuating circumstances as soon as possible during the practicum.

Student Reminder: To a great extent, the student's own attitude and conduct determines the success of the practicum. As with every job, there are certain inconveniences or repetitious tasks involved in practicums. A mature outlook, sense of humor, and willingness to "pitch in" will get you over the rough spots.

The clinical practicums are an opportunity to showcase your skills and abilities to members of the profession. Make the most of it!

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](http://www.ed.gov).
- 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>.

Competencies for HIM Students:

The Directed Practice and Management Practicum includes at least the following domains, subdomains, tasks, and knowledge/skill categories as recommended in the accreditation guidelines of the American Health Information Management Association. The extent to which specific items and/or additional items are addressed will vary by course and site.

DOMAINS, SUBDOMAINS, AND TASK COMPETENCIES FOR REGISTERED HEALTH INFORMATION ADMINISTRATORS - 2005

I. Domain: Health Data Management

Subdomain I.A: Health Data Structure, Content and Standards

Curriculum Course(s) Addressing Element

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|--------|---|--|
| I.A.1. | Manage health data (such as data elements, data sets, and databases).
Ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings and discharge status. | HIM 313, HIM 415, HIM 350, HIM 351, HIM 460, HIM 480 |
| I.A.2. | | HIM 313, HIM 350, HIM 351, HIM 385, HIM 415, HIM 480 |
| I.A.3. | Maintain processes, policies, and procedures to ensure the accuracy of coded data. | HIM 313, HIM 350/1, HIM 480 |
| I.A.4. | Monitor use of clinical vocabularies and terminologies used in the organization's health information systems. | HIM 351, HIM 450, HIM 455 |

Subdomain I.B. Healthcare Information Requirements and Standards

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| I.B.1. | Develop organization-wide health record documentation guidelines. | HIM 313, HIM 415, HIM 480 |
| I.B.2. | Maintain organizational compliance with regulations and standards. | HIM 423, HIM 480 |
| I.B.3. | Ensure Organizational survey readiness for accreditation, licensing and/or certification processes. | HIM 313, HIM 480 |

Subdomain I.C. Clinical Classification Systems

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|--------|---|------------------------------------|
| I.C.1. | Select electronic applications for clinical classification and coding. | HIM 350, HIM 415, HIM 480 |
| I.C.2. | Implement and manage applications and processes for clinical classification and coding. | HIM 350, HIM 351, HIM 415, HIM 480 |

Subdomain I.D: Reimbursement Methodologies

Curriculum Course(s) Addressing Element

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|-------|---|------------------------------------|
| I.D.1 | Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery. | HIM 351, HIM 415, HIM 460, HIM 480 |
| I.D.2 | Manage the use of clinical data required in other reimbursement systems in healthcare delivery. | HIM 351, HIM 415, HIM 460, HIM 480 |

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| 1.D.3 | Participate in selection and development of applications and processes for chargemaster and claims management | HIM 415, HIM 450, HIM 480 |
| 1.D.4. | Implement and manage processes for compliance and reporting such as the National Correct Coding Initiative | HIM 350/1, HIM 480 |

Domain II. Health Statistics, Biomedical Research and Quality Management	Curriculum Course(s) Addressing Element
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Subdomain II. A: Healthcare Statistics and Research

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| II.A. 1. | Manage clinical indices/databases/registries | HIM 313, HIM 416, HIM 460 |
| II.A.2. | Analyze and present data for quality management, utilization management, risk management, and other related studies. | HIM 313, HIM 415, HIM 460, HIM 480 |
| II.A.3. | Utilize statistical software | MT 274, HIM 425, HIM 460 |
| II.A.4 | Ensure adherence to the Institutional Review Board (IRB) process and policies | HIM 460, HIM 480 |

Subdomain II.B: Quality Management and Performance Improvement	Curriculum Course(s) Addressing Element
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| II.B.1. | Organize and coordinate facility wide quality management and performance improvement programs. | HIM 425, HIM 480 |
| II.B.2 | Analyze clinical data to identify trends. | HIM 313, HIM 350/1, HIM 415, HIM 385, HIM 460 |
| II.B.3. | Analyze and present data for healthcare decision-making (such as demonstrating quality, safety and effectiveness of healthcare). | HIM 313, HIM 350/1, HIM 415, HIM 385, HIM 460, HIM 480, HIM 485 |

III Domain: Health Services Organization and Delivery

Subdomain III.A: Healthcare Delivery Systems	Curriculum Course(s) Addressing Element
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| III.A.1. | Monitor the impact of national health information initiatives on the healthcare delivery system for application to information system policies and procedures. | HSC 250, HIM 313, HIM 450/5, HIM 480, HIM 485 |
| III.A.2. | Interpret, communicate, and apply current laws, accreditation, licensure and certification standards related to health information initiatives at the national, state, and local and facility levels. | HIM 313, HIM 385, HIM 415, HIM 423, HIM 480, HIM 485 |
| III.A.3. | Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services. | HIM 313, HIM 415, HIM 460, HIM 455, HIM 480 & HIM 485 |
| III.A.4. | Revise policies and procedures to comply with changing health information regulations. | HIM 313, HIM 480, HIM 485 |

III.A.5. Translate and interpret health information for consumers and advocates. HIM 313,HIM 415, Him 423, HIM 480

Subdomain III.B: Healthcare Privacy, Confidentiality, Legal and Ethical Issues **Curriculum Course(s) Addressing Element**

- III.B.1. Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure. HIM 423, HIM 480, HIM 485
 Manage access and disclosure of personal health information.
- III.B.2. HIM 313, HIM 423, HIM 485
- III.B.3. Develop and implement organization-wide confidentiality policies and procedures. HIM 313, HIM 415, HIM 423, HIM 480, HIM 485
- III.B.4. Develop and implement privacy training programs. HIM 313, HIM 423, HIM 480, HIM 485
- III.B.5. Resolve privacy issues/problems. HIM 423, HIM 480, HIM 485
- III.B.6. Apply and promote ethical standards of practice. HIM 313, 415, 350, 351, HIM 455, HIM 480, HCE 430

IV Domain: Information Technology & Systems

Subdomain IV.A: Information and Communication Technologies **Curriculum Course(s) Addressing Element**

- IV.A.1. Implement and manage use of technology, including hardware and software, to ensure data collection, storage, analysis and reporting information. HIM 415, HIM 450/5, HIM 480, HIM 485
- IV.A.2. Contribute to the development of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record, public health and other administrative applications. HIM 415, HIM 450 HIM 455, HIM 480
- IV.A.3. Interpret the derivation and use of standards to achieve interoperability of healthcare information systems. HIM 415, HIM 450/5

Subdomain IV.B:Data, Information, and File Structures **Curriculum Course(s) Addressing Element**

- IV.B.1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing etc.) to meet organizational needs. HIM 415, HIM 450/5

Subdomain IV.C:Data Storage and Retrieval **Curriculum Course(s) Addressing Element**

- IV.C.1. Apply appropriate electronic or imaging technology for data/record storage. HIM 385, HIM 415, HIM 450/5, HIM 480, HIM 485

IV.C.2.	Apply knowledge of database querying and data mining techniques to facilitate information retrieval.	HIM 415, HIM 450 HIM 455, HIM 480
IV.C.3.	Implement and manage knowledge-based applications to meet end-user information requirements.	HIM 415, HIM 450/5
V.A.4.	Design and generate administrative reports using appropriate software.	HIM 313, HIM 415, HIM 425, HIM 460, HIM 480

Subdomain IV.D: Data Security

IV.D.1.	Enforce confidentiality and security measures to protect electronic health information.	HIM 415, HIM 450/5, HIM 480, HIM 485
IV.D.2.	Protect data integrity and validity using software or hardware technology.	HIM 415, HIM 450 HIM 455, HIM 480
IV.D.3.	Implement and monitor department and organizational data and information system security policies.	HIM 415, HIM 450/5
IV.D.4.	Recommend elements that must be included in the design of audit trail and data quality monitoring programs.	HIM 313, HIM 415, HIM 450/5HIM 480
IV.D.5	Recommend elements that should be included in the design and implementation of risk assessment, contingency planning, and data recovery procedures.	HIM 415, HIM 450/5

Subdomain IV.E: Health Care Information Systems **Curriculum Course(s) Addressing Element**

IV.E.1.	Compare and contrast the various clinical, administrative, and specialty service applications used in healthcare organizations.	HIM 313, HIM 415, HIM 450/5, HIM 480, HIM 485
IV.E.2.	Apply appropriate systems life cycle concepts, including systems analysis, design, implementation, evaluation and maintenance to the selection of healthcare information systems.	HIM 450 HIM 455, HIM 480
IV.E.3.	Facilitate project management by integrating work efforts, as well as planning and executing project tasks and activities.	HIM 458, HIM 480, HIM 485
IV.E.4.	Formulate planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.	HIM 450/5, HIM 458, HIM 480
IV.E.5	Apply ergonomic and human factors in interface design.	HIM 450, HIM 455

DOMAIN V: Organization and Management **Curriculum Course(s) Addressing Element**
Subdomain A. Human Resource Management

V.A.1.	Manage human resources to facilitate staff recruitment, retention and supervision.	HIM 452, HIM 480, HIM 485
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V.A.2.	Ensure compliance with employment laws.	HIM 452
V.A.3.	Develop and implement staff orientation and training programs.	HIM 425, HIM 480, HIM 485
V.A.4.	Develop and implement continuing education programs.	HIM 452, HIM 480, HIM 485
V.A.5.	Develop productivity standards for health information functions.	HIM 313, HIM 415, HIM 480
V.A.6.	Monitor staffing levels and productivity, and provide feedback to staff regarding performance.	HIM 432 (?), HIM 452, HIM 480
V.A.7.	Benchmark staff performance data.	HIM 425, HIM 452, HIM 480
V.A.8.	Develop, motivate and support work teams.	HIM 432, HIM 425
Subdomain V.B: Financial and Resource Management		Curriculum Course(s) Addressing Element
V.B.1.	Demonstrate knowledge of financial management and accounting principles.	ACC 320, HCA 465
V.B.2	Prepare and monitor budgets and contracts.	HCA 465, HIM 480
V.B.3.	Demonstrate and apply knowledge of cost-benefit analysis techniques to justify resource needs.	HCA 465, HIM 480
V.B.4.	Manage organization-wide coding and revenue cycle processes.	HIM 351, HCA 465, HIM 480
Subdomain V.C: Strategic Planning and Organizational Development		Curriculum Course(s) Addressing Element
V.C.1.	Develop strategic and operational plans for facility-wide information systems.	HIM 450, HCA 458, HIM 480
V.C.2	Assess organization-wide information needs.	HIM 415, HIM 450, HCA 458, HIM 480
V.C.3.	Facilitate retrieval, interpretation, and presentation of data/information appropriate to user needs	Him 415, HIM 460, HIM 480
V.C.4.	Demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management.	HIM 432, HIM 425, HCA 458, HIM 480
Subdomain V.D:Project and Operations Management		Curriculum Course(s) Addressing Element
V.D.1.	Apply general principles of management in the administration of health information services.	HIM 432, HIM 480
V.D.2	Assign projects and tasks to appropriate staff.	HIM 432, HCA 458, HIM 480
V.D.3.	Implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.	HCA 425, HCA 458, HIM 480