## NEW COURSE PROPOSAL FORM

**ACADEMIC AREA:** HEALTH PROFESSIONS

**PROGRAM:** AS HEALTH INFORMATION MANAGEMENT

**PROPOSEd by**: Deborah Howard

**PRESENTER:** deborah howard

**SUBMISSION DATE:** 11/8/2012

**CURRENT COURSE PREFIX, NUMBER AND TITLE:**

### HIM2512 Office Management and supervision in healthcare

### SECTION I

**COURSE INFORMATION: TYPE iN THE APPROPRIATE INFORMATION FOR EACH ITEM:**

**DEPARTMENT:** HEALTH PROFESSIONS

**COURSE PREREQUISITE(S):** ENC1101, CGS1100

**MINIMUM GRADE OF prereqUISITE(s):** C

**COURSE COREQUISITE(S):** NONE

**COURSE CREDITS OR CLOCK HOURS:** 3

**credit type:** COLLEGE CREDIT (TRANSFERABLE)

**CONTACT HOURS:** 3

**COURSE DESCRIPTION:**

This course is designed to acquaint the student with the concepts, principles, and functions of management and supervision of personnel in the health information management and medical office environment.

**GENERAL TOPIC OUTLINE:**

Unit I: Management

History and Theories

Planning

Decision Making

Organizing

Staffing

Directing or Actuating

Controlling and Budgeting

Unit II: Human Resources

Job Analysis and Design

Motivation, Recruitment and Retention

Orientation, Training, and Development

Performance Evaluation

Legal Environment

Unions and Labor Laws

Unit III Effective Management Skills

Working in Teams and on Committees

Communication

Adaptation, Motivation, and Conflict Management

Time Management

Change Management

**LEARNING OUTCOMES:**

TYPE IN ALL OF THE LEARNING OUTCOMES, ASSESSMENTS AND GEN ED COMPETENCIES AS THEY SHOULD BE DISPLAYED IN THE SYLLABUS

|  |  |  |
| --- | --- | --- |
| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
| Apply the fundamentals of team leadership. | Case studies, quizzes, teambuilding exercise. |  |
| Develop and participate in work teams and committees. | Case studies, quizzes, committee minutes assignment. |  |
| Conduct orientation and training programs. | Case studies, quizzes, delivery of training on topic. |  |
| Monitor and report staffing levels and productivity standards for health information functions. | Case studies, quizzes, work process productivity assignment. |  |
| Use tools and techniques to monitor, report, and improve processes. | Case studies, quizzes, workflow analysis and redesign project. | COM, CT |
| Identify and apply local, state and federal labor regulations. | Case studies, quizzes, labor laws presentation. | TIM |
| Make recommendations for items to include in budgets and contracts. | Case studies, quizzes, sample budget preparation and variation analysis. |  |
| Monitor and order supplies needed for work processes. | Case studies and quizzes, supply requisition order exercise. |  |
| Perform coding and revenue cycle review processes. | Case studies, quizzes, coding quality audit project. |  |
| Recommend cost-saving and efficient means of achieving work processes and goals. | Case studies, quizzes. |  |
| Contribute to work plans, policies, procedures, and resources requisitions in relation to job functions. | Case studies, quizzes, policy and procedure review and revision project. |  |

### SECTION II (Must complete each item below)

**ICS CODE FOR THIS COURSE:** ADVANCED AND PROFESSIONAL - 1.11.12 - HEALTH PROFESSIONS

**IF YOU INTEND TO RESTRICT STUDENT REGISTRATION BASED ON THE STUDENTS’ MAJOR(S), ENTER ALL APPLICABLE MAJOR RESTRICTION CODE(S)—Enter “NA” OR MAJOR code(S):**

NA

**GRADE MODE:** STANDARD GRADING

**IS THIS AN “INTERNATIONAL OR DIVERSITY FOCUS” COURSE?** NO

**IS THIS A GENERAL EDUCATION COURSE?** NO

**IS THIS A WRITING INTENSIVE COURSE?** NO

**iS THIS AN HONORS COURSE?** NO

**IS THIS A REPEATABLE\* COURSE?** NO

(A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3-credit hour course, can be repeated 1 time and a student can earn a maximum of 6 credits.)

\*not the same as Multiple Attempts or Grade Forgiveness

**IF “YES”, WHAT IS THE MAXIMUM NUMBER OF CREDITS A STUDENT CAN EARN FOR THIS COURSE? if “NO”, ENTER “na” BELOW.**

TYPE NUMBER HERE

**DO YOU EXPECT TO OFFER THIS COURSE THREE TIMES OR LESS (experimental)?** NO

**WILL THESE CHANGES HAVE AN IMPACT ON OTHER COURSES, PROGRAMS OR DEPARTMENTS?**

YES

**IF “YES,” please eXPLAIN or submit comments (ENTER “NA” or COMMENTS):**

This course will replace MAN2021 in the A.S. in HIT degree curriculum.

**IF “YES,” HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS AND/OR PROGRAMS) REGARDING THE IMPACT? WERE ANY AGREEMENTS MADE (ENTER “NA” OR COMMENTS)?**

No

**DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM?** NO

**IS ANY COREQUISITE LISTED ON THIS COURSE LISTED AS A COREQUISITE ON ITS PAIRED COURSE?**

eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032.

-- NA --

### SECTION III (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION)—ENTER “na” OR TEXT:**

the commission on accreditation of health informatics and information management education (CAHIIM) requested that the management content in the HIT curriculum be modified to cover healthcare specific topics and practices.

**nOTE:** Changes for the Fall 2013 Term must be submitted and approved no later than the January Curriculum Committee Meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President of Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2013

TYPE IN TERM IF “EXCEPTION” AND OBTAIN BOTH SIGNATURES BELOW OR TYPE “NA”

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:



SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:



**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 11/8/2012

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 1/3/2013

**DEANS’ COUNCIL Review – verified by:**

 1/16/2013

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 2/5/2013

**FOR CURRICULUM COMMITTEE MEETING DATE: February 22, 2013**

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents