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| **PROFESSOR:**        | **PHONE NUMBER:**        |
| **OFFICE LOCATION:**        | **E-MAIL:**        |
| **OFFICE HOURS:**        | **SEMESTER:**        |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**HIM 2512 MANAGEMENT FOUNDATIONS IN HEALTHCARE (3 CREDITS)**

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.

1. **PREREQUISITES FOR THIS COURSE:**

HIM 1000 and CGS 1100 with a grade of C or higher

**CO-REQUISITES FOR THIS COURSE:**

None

1. **GENERAL COURSE INFORMATION:** 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

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

 General Education Competency: **Think**

 Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Apply the functions of planning, organizing, leading and controlling in relation to the management of a health information management (HIM) department.
1. **Other Course Objectives/Standards**
	* + Identify the traditional theories of management
		+ Describe the impact of traditional theories of management on health information functions
		+ Compare and contrast traditional theories of management within healthcare organizations
		+ Describe the traditional theories of leadership
		+ List the key functions and skills of traditional leadership theories
		+ Compare and contrast traditional theories of leadership within healthcare organizations
		+ Explain the management functions of planning, organizing, leading, and controlling in relation to a health information management (HIM) manager’s job responsibilities
		+ Explain HIM fiscal responsibilities in relation to budgeting
		+ Apply the fundamentals of team leadership
		+ Identify the roles and responsibilities of team membership
		+ Discuss the attributes of virtual teams
		+ Organize and facilitate meetings
		+ Recognize the impact of change management on processes, people and systems
		+ Utilize tools and techniques to monitor, report, and improve processes
		+ Identify cost-saving and efficient means of achieving work processes and goals
		+ Report staffing levels and productivity standards for health information functions
		+ Interpret compliance with local, state, federal labor regulations
		+ Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions
		+ Explain the methodology of training and development
		+ Explain return on investment for employee training/development
		+ Summarize a collection methodology for data to guide strategic and organizational management
		+ Assess how cultural issues affect health, healthcare quality, cost, and HIM
		+ Create programs and policies that support a culture of diversity
2. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at equity@fsw.edu.  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

1. **RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

1. **CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)