MOHAWK VALLEY COMMUNITY COLLEGE
UTICA-ROME, NY

HEALTH PROFESSIONS DEPARTMENT
HEALTH INFORMATION TECHNOLOGY

COURSE OUTLINE

I.   COURSE DESCRIPTION:

HM220 Health Information Management Leadership   C-2, P-3, Cr-3

This course includes a study of health information management leadership. Topics include leadership roles, change management, work design and process improvement, human resources management, training and development, strategic and organizational management, financial management, ethics, project management, vendor/contract management, and enterprise information management. (Online Only)

Two class hours and three lab hours weekly.

Prerequisites: HM202 Health Data and Quality Management; HM203 Electronic Health Record Management.

II.   MATERIALS:

Text and Learning Materials: *The Effective Health Care Supervisor*, 8th edition. Charles R. McConnell. ISBN: 978-1-28405441-5. Jones & Bartlett.

III. EVALUATION METHODS:

Students will be evaluated in the following manner:

Written Assignment/Project	25%
Exams	25%
Final Comprehensive Exam	25%
Attendance /Assignments	25%

III. STUDENT LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

1. Summarize health related leadership roles.
2. Apply the fundamentals of team leadership.
3. Organize and facilitate meetings.
4. Recognize the impact of change management on processes, people, and systems.

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5. Utilize tools and techniques to monitor, report, and improve processes.
6. Identify cost-saving and efficient means of achieving work processes and goals.
7. Report staffing levels and productivity standards for health information functions.
8. Interpret compliance with local, state, and federal labor regulations.
9. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions.
10. Explain the methodology of training and development.
11. Explain return on investment for employee training/development.
12. Summarize a collection methodology for data to guide strategic and organizational management.
13. Demonstrate understanding of the importance of healthcare policy-making as it relates to the healthcare delivery system.
14. Apply information and data strategies in support of information governance initiatives.
15. Utilize enterprise-wide information assets in support of organizational strategies and objectives.
16. Plan budgets, explain accounting methodologies, and explain budget variances.
17. Assess how cultural issues affect health, healthcare quality, cost, and health information management.
18. Create programs and policies that support a culture of diversity.
19. Summarize project management methodologies.
20. Explain vendor/contract management.

IV.   MAJOR TOPICS:

1. Leadership Roles
2. Change Management
3. Work Design and Process Improvement
4. Human Resources Management
5. Training and Development
6. Strategic and Organizational Management
7. Financial Management
8. Ethics
9. Project Management
10. Vendor/Contract Management

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