

**HITP 286 ORGANIZATIONAL MANAGEMENT & LEADERSHIP**      3 CREDITS

**SYLLABUS**

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**CATALOG DESCRIPTION**

This course presents students with information regarding organizational management and leadership skills necessary for employment at the supervisory level. Leadership skills, organizational change, human resource strategies, cultural diversity, performance improvement, financial management, and workforce training are discussed.

Prerequisites: Faculty Permission Required

Semester Offered: Fall & Summer

***GENERAL EDUCATION STUDENT LEARNING OUTCOMES***

*In the New Mexico General Education Curriculum students take courses in a variety of content areas, which may include Communications, Mathematics, Science, Social and Behavioral Sciences, Humanities, and the Creative and Fine Arts. Specific course requirements depend on your program. All general education courses focus on at least three of these skills. Other courses may also develop these skills.*

*Through these courses, students develop five essential skills:*

**COMMUNICATION**

**QUANTITATIVE REASONING**

**CRITICAL THINKING**

**PERSONAL AND SOCIAL RESPONSIBILITY**

**INFORMATION AND DIGITAL LITERACY**

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or general education learning outcomes. For more information, please refer to the Dean of the appropriate School.

## ***PROGRAM LEARNING OUTCOMES***

*Upon successful completion of this program, students will be able to ...*

### **HIT Program Learning Outcomes:**

1. Apply policies, regulations, and standards to the management of information to achieve data integrity. (Domain I)
2. Apply privacy and security strategies and compliance requirements to protect health information. (Domain II)
3. Apply health informatics and data analytics concepts to the management of health information. (Domain III)
4. Apply diagnostic and procedural codes and groupings in accordance with official guidelines. (Domain IV)
5. Apply regulatory requirements and reimbursement methodologies as part of revenue cycle management. (Domain IV)
6. Apply ethical practices, policy, and legal processes impacting health information to ensure compliance with external forces. (Domain V)
7. Utilize appropriate management and leadership principles, strategies, and performance improvement techniques to effectively manage human, physical, and financial resources. (Domain VI)

### **RM Track Outcomes:**

8. Evaluate diagnosis and procedure codes and groupings according to official guidelines. (Domain IV RM)
9. Evaluate compliance with revenue cycle processes, regulatory requirements, and reimbursement methodologies. (Domain IV RM)

## ***COURSE LEARNING OUTCOMES***

*Upon successful completion of the course, students will be able to...* (numerical references are to the 2018 Health Information Management Associate Degree Curriculum Competencies)

1. Define organizational management and leadership. (VI.1.)
2. Identify traditional theories of organizational management and leadership as well as key functions of organizational management and leadership. (VI.1.)
3. Apply fundamentals leadership skills. (VI.1.)
4. Identify the impact of organizational change. (VI.2.)
5. Identify strategies for recruitment, selection, and retention. (VI.3.)
6. Calculate staffing levels and productivity standards for health information management functions. (VI.3.)
7. Utilize financial management processes including budgets, accounting methods, and financial statements. (VI.5.)
8. Examine behaviors that embrace a culture of diversity among health care professionals and in interprofessional relationships. (VI.6.)
9. Interpret compliance with local, state, and federal labor regulations. (VI.3., VI.6.)
10. Plan processes of work force training for health care organizations (VI.9.)