



BAKER COLLEGE
STUDENT LEARNING OUTCOMES

**HIM 3010 Principles of Management for Health
Information Professionals**
3 Semester Hours

Student Learning Outcomes & Enabling Objectives

1. Analyze how Health Information Management (HIM) professionals support the various internal teams, inter-departmental, and third-party organizations.
 - a. Demonstrate professional communication skills, including written, verbal, and non-verbal.
 - b. Explore ways to promote positive working relationships.
 - c. Investigate ways to provide opportunities to support individual and group learning.

2. Create a HIM operational policy and implementation procedure.
 - a. Explore change management models.
 - b. Explain how an HIM professional fosters change management within various healthcare settings.
 - c. Investigate tactics and strategies that can be applied to achieve desired outcomes.
 - d. Determine a change that needs to be implemented.
 - e. Develop an implementation plan to support the identified need.

3. Design a strategic plan for the HIM department.
 - a. Identify key members and roles.
 - b. Define a timeline.
 - c. Determine product or vendor usage.
 - d. Outline training requirements.
 - e. Calculate costs for the project.
 - f. Explain the testing phase and strategies utilized.
 - g. Identify compliance or regulatory requirements.

4. Develop resource optimization strategies within an HIM department.
 - a. Identify key processes for hiring, training, and retaining staff.
 - b. Explain different processes for utilizing internal versus external staffing.
 - c. Explain corrective actions and performance improvement plans.
 - d. Analyze a department budget.
 - e. Outline the process for assessing equipment utilized in the HIM workflow.

Big Ideas and Essential Questions

Big Ideas

- Professionalism
- Change Management
- Strategic Planning
- Resource Optimization

Essential Questions

1. How does HIM interconnect throughout healthcare operations?
2. How do you foster change in a multifaceted healthcare setting?
3. How does HIM participate in strategic planning?
4. How does HIM optimize organizational resources?

These SLOs are not approved for experiential credit.

Effective: Fall 2024