

**Course Number:** HIT 2400

**Course Title:** Health Care Leadership

**Course Description:**

The multiple management functions of health information services is the focus in this study. Students gain knowledge in organizational change, human resources, and strategic thinking. Policy creation, leading and participation in projects, use of financial reports and ratios, and process improvement is practiced. Health information exchange and the nationwide health information network will be examined. 3 credits. (3 plus 0)

**Prerequisites:** HIT 2100 with C or Higher

**Credit hours:** 3

**Learning Outcomes:**

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

1. Apply project and change management theory, tools and practices to specific health information scenarios.
2. Employ critical thinking, analytical tools, and communication skills to the management of HIM functions.
3. Identify common problems and associated risks in HIT project management.
4. Describe the advantages and challenges of health information exchanges.
5. Apply HIM leadership strategies to performance improvement and resource management.
6. Demonstrate efficiency in achieving health information goals.
7. Develop policies that support cultural diversity.

**Indiana Tech**  
*College of Professional Studies*  
**HIT 2400 Health Care Leadership**  
**Online Syllabus Course Content**

**Instructor Information**

Please see Professor Profile at the Blackboard instructional site.

**Course Schedule**

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

**Online Course Policies**

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

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**Prerequisite**

HIT 2100

**Textbook**

This course is developed with Open Educational Resources (OER); all resources are available within the Blackboard course site.

**Student Learning Objectives**

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1. Apply project and change management theory, tools and practices to specific health information scenarios.
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3. Identify common problems and risks associated with HIT project management.
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5. Apply HIM Leadership strategies to performance improvement and resource management.

6. Demonstrate efficiency in achieving health information goals.
7. Develop policies that support cultural diversity.

## Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard

### Grading Events

Assessment	Quantity	Points	Total	%
Course Preparation Quiz	1	10	10	2%
Discussions	5	25	125	24%
Assignments	5	30	150	29%
Project Deliverables	5	20	100	20%
Project Lessons Learned	1	15	15	3%
Project Team Evaluations	1	10	10	2%
Knowledge Assessments	5	20	100	20%
<b>Total</b>			<b>510</b>	<b>100%</b>

### Grading Scale

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	70% or above	C-
90% or above	A-	77% or above	C+	60% or above	D
87% or above	B+	73% or above	C	Below 60%	F
83% or above	B				

## Student Learning Objectives and Curriculum Competencies Explained

This table links the Student Learning Objectives (SLO) above to the Curriculum Competencies (CC) to be met in the course. The CCs are based on Employer Expectations of program graduates. The CCs are organized within the six AHIMA Knowledge Domains with Subdomains. Students are tested on these Domains on the [RHIT](#) and [RHIA](#) Exams. Use this course to master the SLOs/CCs/Domains listed below. The SLO link to each CC is located in the left-most column. The column *Found in Chapter/Module* describes the module where the student will find resource materials on CC to be mastered. The column *Assignment Exercising Proficiency* lists the assessments where the student builds proficiency in that CC. The number in parentheses following the CC describes the [Blooms Taxonomy](#) Level to be acquired.

SLO	<b>Curriculum Competencies to be met in this course.</b> The curricula competencies were developed by the Council for Excellence in Education (CEE) to reflect changes in the workforce. The competencies demonstrate the base educational requirements. Programs are encouraged to meet and exceed the taxonomic levels associated with each competency.		
	<b>Entry Level Competency</b> <b>Student Learning Outcomes</b>	<b>Found in Chapter/Module</b>	<b>Assignment exercising Proficiency</b>

	<b>Domain III. Informatics, Analytics and Data Use</b>		
	<b>Subdomain III.G. Health Information Exchange</b>		
4	1. Explain current trends & future challenges in health information exchange (2)	3	M3CP
	<b>Domain V. Compliance</b>		
	<b>Subdomain V.A.Regulatory</b>		
2	2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification (4)	3	M3A1
	<b>Domain VI. Leadership</b>		
	<b>Subdomain VI.A. Leadership Roles</b>		
5	1. Summarize Health Information Leadership Roles (2)	2	M2A1
1	2. Apply the Fundamentals of Team Leadership (3)	2	M2A1, M2CP
1	3. Organize and Facilitate Meetings (3)	2	M2CP
	<b>Subdomain VI.B, Change Management</b>		
1	1. Recognize the impact of change management on processes, people and systems (2)	3	M3D1
	<b>Subdomain VI.C. Word Design &amp; Process Improvement</b>		
5,2	1. Utilize tools and techniques to monitor, report and improve processes (3)	4,5	M5CP, M4A1
6	2. Identify cost-saving and efficient means of achieving work processes and goals (3)	4	M4D1
5	3. Utilize data for facility wide outcomes reporting for quality management & performance improvement (3)	4	M4A1
	<b>Subdomain VI.D. Human Resource Management</b>		
5	2. Interpret compliance with local, state, federal labor regulations (5)	5	M5A1
5	3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions (3)	5	M5D1
	<b>Subdomain VI.E. Training &amp; Development</b>		
5	1. Explain the Methodology of Training and Development (2)	6	M6CP, M6A1
	<b>Subdomain VI.F. Strategic &amp; Organizational Management</b>		
5	1. Summarize a collection methodology for data to guide strategic and organizational management (2)	4	M4A1
	<b>Subdomain VI.G. Financial Management</b>		
6	2. Explain accounting methodologies (2)	4	M4CP, M4D1
	<b>Subdomain VI.H. Ethics</b>		
7	4. Create programs and policies that support a culture of diversity (6)	6	M6A1
	<b>Subdomain VI.I. Project Management</b>		
1	1. Summarize project management methodologies (2)	2,3,4	M2D1
	<b>Subdomain VI.J. Vendor Contract Management</b>		
1,2	1. Explain vendor contract management (2)	3	M3CP

**Discussion Forums/Class Participation**

Class participation is evaluated in the Discussion Board. In each module there will be a discussion forum that you will participate in. Each discussion forum will have an initial question posted for review and reflection. You will then review and reflect on the responses of your classmates and respond to a minimum of two classmate responses. Note you must complete and submit your responses by the due dates in order for them to be considered for grading. Discussion responses must be detailed and thorough offering reflective and creative responses. Short, one sentence response will not be considered for a grade.

**Homework Assignments**

Each module there will be a homework assignment to complete. These assignments require critical thinking and application of knowledge and concepts presented in the class. These assignments vary from module to module, but can include any one, or more, of the following: written research papers, reflections, presentations, case analysis, journal reviews, website research, etc. Each assignment is accompanied by a detailed set of instructions. Please refer to the assignment instructions carefully. Assignments are submitted through the assignment link in the Blackboard course.

**Course Project**

This course includes a course project that will be completed in teams. Teams will be randomly assigned by the instructor. Students will collaborate and work together in their groups to complete a total of 7 course project deliverables. Each module teams will work together to complete the deliverable assigned during that module and the students will also complete a team evaluation and project review. Assignment instructions for each deliverable are loaded into the course. Teams will utilize their respective group page within the course to communicate, collaborate and share information. It is up to the students to work together in their groups and ensure all project deliverables are being met.

**Knowledge Assessments**

Students will participate in knowledge assessments. Knowledge assessments are 10 question quizzes in each module that will assess your understanding of the CAHIIM competency areas assigned to each module. These quizzes replicate the types of questions you could see in the RHIT certification exam for each content domain area. You will have 2 attempts.

**Late Assignments**

All assignments and required online activities are due according to the deadline listed in the course schedule. The instructor's policies on late assignments are described in the Course Announcements. Granting deadline extension in the course is at the instructor's autonomy.

**Incompletes**

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade.
- Able to complete all of the remaining coursework within a session (5 weeks for an undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled.
- Able to provide support documentation to substantiate the need for extra time should a session not be enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

### **Course Related Communication**

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor, and classmates, is by using the Send Email function from the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor sent to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within one business day. Unless there is an extraneous situation that prevents me from following this rule, you can expect to hear from me within one business day. If you don't receive my reply within one business, please do not hesitate to follow-up with another email or forward the carbon copy of the email you sent to [OnlineSupport@IndianaTech.edu](mailto:OnlineSupport@IndianaTech.edu) with a note "Please help. It's been one business day past and I have not heard from my instructor." and the University support will act on your behalf to contact your course instructor.

### **Course Schedule**

**COURSE BEGINS: Mon. xx/xx**

## MODULE ONE

Week	Topics/Readings	Assignments	Due Dates	Points
<b>W</b>	Course Orientation & Instructor Meet & Greet	Course Preparation Quiz	<b>Sun. xx/xx</b>	<b>10</b>
<b>E</b>	Student Meet & Greet (Meet Your Classmates Discussion)	Post <i>initial</i> post in the Meet Your Classmates discussion (located in Welcome - Start Here menu option)	<b>Thurs. xx/xx</b>	<b>0</b>
<b>E</b>	Review Course Syllabus & Course Schedule	Post <i>feedback</i> posts in the Meet Your Classmates discussion (located in Welcome - Start Here menu option)	<b>Sun. xx/xx</b>	<b>0</b>
<b>K</b>	Review Group Project Requirements	Post <i>initial</i> post in the M1D1: Group Project discussion	<b>Thurs. xx/xx</b>	<b>0</b>
<b>1</b>	<i>Utilize optional materials (PowerPoints and Outlines as needed for note taking)</i>	Post <i>feedback</i> posts in the M1D1: Group Project discussion	<b>Sun. xx/xx</b>	<b>0</b>
		Syllabus Acknowledgement Quiz	<b>xx/xx</b>	<b>0</b>
		<b>Tech Live Session</b>	<b>xx/xx</b>	
		<b>Online Office Hours</b>	<b>xx/xx</b>	

## MODULE TWO

Week	Topics/Readings	Assignments	Due Dates	Points
<b>W</b>	Chapter 1: Introduction to Principles of Management	Post <i>initial</i> post for the discussion: M2D1 - Project Management	<b>Thurs. xx/xx</b>	<b>25</b>
<b>E</b>	Chapter 10: Leading People and Organizations	Post <i>feedback</i> posts for the discussion: M2D1 - Project Management	<b>Sun. xx/xx</b>	
<b>E</b>	Chapter 13: Managing Groups and Teams	M2P1: Course Project Team Charter	<b>Sun. xx/xx</b>	<b>20</b>
<b>K</b>	Planning a Project/Preparing a Project	M2A1: Personality Type Testing	<b>Sun. xx/xx</b>	<b>30</b>
<b>2</b>	Group Project Overview & Instructions	M2KA: Module 2 Knowledge Assessment	<b>Sun. xx/xx</b>	<b>20</b>
	<i>Utilize optional materials (PowerPoints and Outlines as needed for note taking)</i>	<b>Tech Live Session</b>	<b>xx/xx</b>	
		<b>Online Office Hours</b>	<b>xx/xx</b>	

## MODULE THREE

Week	Topics/Readings	Assignments	Due Dates	Points
<b>W E E K 3</b>	Chapter 7: Organizational Structure & Change	Post <i>initial</i> post for the discussion: M3D1 - Change Management	<b>Thurs. xx/xx</b>	<b>25</b>
	TED Talk: 5 Ways to Lead in an Era of Constant Change	Post <i>feedback</i> posts for the discussion: M3D1 - Change Management	<b>Sun. xx/xx</b>	
	<i>Utilize optional materials (PowerPoints and Outlines as needed for note taking)</i>	M3P1: Course Project Proposal	<b>Sun. xx/xx</b>	<b>20</b>
		M3A1: TJC Tracer Methodology	<b>Sun. xx/xx</b>	<b>30</b>
		M3KA: Module 3 Knowledge Assessment	<b>Sun. xx/xx</b>	<b>20</b>
		<b>Tech Live Session</b>	<b>xx/xx</b>	
		<b>Online Office Hours</b>	<b>xx/xx</b>	

## MODULE FOUR

Week	Topics/Readings	Assignments	Due Dates	Points
<b>W E E K 4</b>	Chapter 4: Developing Mission, Vision, and Values	Post <i>initial</i> post for the discussion: M4D1 - ROI Cost Analysis	<b>Thurs. xx/xx</b>	<b>25</b>
	Chapter 5: Strategizing	Post <i>feedback</i> posts for the discussion: M4D1 - ROI Cost Analysis	<b>Sun. xx/xx</b>	
	Chapter 6: Goals & Objectives	M4P1: Course Project Charter	<b>Sun. xx/xx</b>	<b>20</b>
	Six Sigma Approach to Healthcare	M4A1: Six Sigma in Healthcare	<b>Sun. xx/xx</b>	<b>30</b>
	Total Quality Management: The New Paradigm in Healthcare	M4KA: Module 4 Knowledge Assessment	<b>Sun. xx/xx</b>	<b>20</b>
	<i>Utilize optional materials (PowerPoints and Outlines as needed for note taking)</i>	<b>Tech Live Session</b>	<b>xx/xx</b>	
		<b>Online Office Hours</b>	<b>xx/xx</b>	

## MODULE FIVE

Week	Topics/Readings	Assignments	Due Dates	Points
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**W** Chapter 8: Patient Record Requirements

**E** Chapter 9: Confidentiality & Informed Consent

**E** *Utilize optional materials (PowerPoints and Outlines as needed for note taking)*

**K**

**5**

Post *initial* post for the discussion: M5D1 - New Employee Orientation

Post *feedback* posts for the discussion: M5D1 - New Employee Orientation

M5P1: Course project User Requirements Table

M5A1: Labor Regulations

M5KA: Module 5 Knowledge Assessment

**Tech Live Session**

**Online Office Hours**

**Thurs. xx/xx**

**25**

**Sun. xx/xx**

**Sun. xx/xx**

**20**

**Sun. xx/xx**

**30**

**Sun. xx/xx**

**20**

**xx/xx**

**xx/xx**

## MODULE SIX

**Week**

**Topics/Readings**

**Assignments**

**Due Dates**

**Points**

**W** Chapter 12: Access to Health Information

**E** Chapter 14: Specialized Patient Records

**E** Diversity & Difference in Communication

**K** TED Talk: How Diversity Makes a Team More Innovative

**6** *Utilize optional materials (PowerPoints and Outlines as needed for note taking)*

Post *initial* post for the discussion: M6D1 - Group Project Reflection

Post *feedback* posts for the discussion: M6D1 - Group Project Reflection

M6P1: Course Project High Level Training Plan

M6P2: Course Project Lessons Learned

M6P3: Course Project Individual Team Member Evaluation

M6A1: Cultural Diversity in the Workplace

M6KA: Module 6 Knowledge Assessment

**Tech Live Session**

**Online Office Hours**

**Thurs. xx/xx**

**25**

**Sun. xx/xx**

**Sun. xx/xx**

**20**

**Sun. xx/xx**

**15**

**Sun. xx/xx**

**10**

**Sun. xx/xx**

**30**

**Sun. xx/xx**

**20**

**xx/xx**

**xx/xx**

**COURSE ENDS: Sun. xx/xx**