



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** HIM Supervision: Concepts and Practice  
**Course Number:** HIT223

### Required Materials

**Textbook(s):** Kelly, J. R., & Greenstone-Childers, P. S. (2024). *Management for the Health Information Professional* (3rd ed.). American Health Information Management Association.  
**Required Readings:** NA  
**Additional Materials:** NA

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Chapter 1 Theories of Management and Leadership
Week 2	Chapter 2 The Management Functions of Health Information Management
Week 3	Test Ch 1 & 2
Week 4	Chapter 3 Leadership Concepts in Health Information Management
Week 5	Chapter 4 Budgeting as a Function of Health Information Management
Week 6	Test Ch 3 & 4
Week 7	Chapter 5 Change Management in Health Information Management
Week 8	Chapter 6 Legal Aspects of Healthcare Management
Week 9	Test Ch 5 & 6
Week 10	Chapter 7 Job Descriptions and Roles in Health Information Management Open Capstone
Week 11	Chapter 8 Recruitment, Selection, and Retention in Health Information Management
Week 12	Test Ch 7 & 8

<b>Week</b>	<b>Chapter/Topic/Lab</b>
Week 13	Chapters 9 & 10 9 Performance Management in Health Information Management 10 Training and Development in Health Information Management
Week 14	Chapter 11 Organizational Structure of Health Information Management Test Ch 9, 10, & 11
Week 15	Capstone Due
Week 16	Final Exam Comprehensive