

5/16/2025

DATE

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REQUIRED COURSE

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ELECTIVE COURSE

BUS DIVISION

☐ NEW COURSE☒ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	MCS-068	TITLE: (30 Characters Max)		Medical Management and Ethics									
SEM CR HRS:	3.0	Lecture:	3.0	Lab:	0.0	ICCB Lab:	0.0	ECH:	3.0				
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical Practicum:	0.0	Work-based Learning	0.0	WBL ECH:	0.0			
COURSE PCS #	12 - 51. 0705		IAI Code:		N/A		Contact Hours (Minutes/Week)						
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	150	8 Wks	300
Prerequisites:	MCS-040												
Corequisites:	None												
Catalog Description: (40 Word Limit)	This course covers the management of a medical office as well as ethics, biomedical ethics and ethical challenges affecting the medical manager.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Stepping into management	3			
Connective processes	3			
Planning	3			
Organizing	3			
Staffing: human resource management	3			
Influencing	3			
Controlling	3			
Professional values and the code of ethics	3			
Ethical decision-making guidelines and tools	3			
Clinical code selection and use	2			
Quality review	2			
Public health	2			
Managed care: lessons of integration	2			
Clinical care: end of life	2			
Genetic information	2			
Adoption information	1			
Drug, alcohol, sexual and behavioral information	2			
Management	2			
Advocacy	1			
TOTAL		45	0	0

EVALUATION			
QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input checked="" type="checkbox"/>
		ORAL PRES	<input type="checkbox"/>
		COMP FINAL	<input checked="" type="checkbox"/>
		PAPERS	<input type="checkbox"/>
		OTHER	<input type="checkbox"/>

COURSE MATERIALS	
TITLE:	Haimann's Healthcare Management
AUTHOR:	Rose T. Dunn
PUBLISHER:	Health Administration Press
VOLUME/EDITION/URL:	8th edition
COPYRIGHT DATE:	2007
	Ethical Challenges in the Management of Health Information
	Laurinda Beebe Harman
	Jones and Bartlett
	2nd edition
	2006

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:

Stepping into management	3	<ol style="list-style-type: none"> 1. Discuss the dimensions of the supervisor's job. 2. Review the aspects of the supervisor's position and the skills necessary to be successful. 3. Discuss the managerial role of the supervisor. 4. Enumerate and discuss the meaning, interrelationships and universal nature of the five managerial functions. 5. Identify the major schools of management theory. 6. Discuss the features and benefits of organizational development. 7. Explain the terms organization, motion study, time study, Hawthorne effect and method.
Connective Processes	3	<ol style="list-style-type: none"> 1. Discuss the importance of decision-making skills. 2. Discuss the five basic steps of the decision-making process. 3. Discuss the importance of good decision making and communication in achieving coordination. 4. Describe the communication model and the roles of the senders and receivers. 5. Explain the operation of the grapevine and its importance. 6. Identify and discuss communication networks, channels and barriers.
Planning	3	<ol style="list-style-type: none"> 1. Describe the planning function and its importance as a primary management tool. 2. Identify skills needed to avoid and handle potential generational diversity issues. 3. Recognize that planning requires attention to other elements, including timing, resource utilization, financial considerations and safety. 4. Describe the types of an distinguish between standing plans, repeat-use plans and single-use plans. 5. Identify tools for managing one's time. 6. Define the benefits of a time-use chart.
Organizing	3	<ol style="list-style-type: none"> 1. Discuss why organizing is an important managerial function. 2. Explain the supervisor's goal when designing the "ideal" department. 3. Identify some barriers to delegation. 4. Discuss the typical relationships between line and staff. 5. Describe how Six Sigma can be applied to the healthcare environment. 6. Describe the purpose and authority of committees. 7. Discuss the origins of the informal organization.
Staffing: Human Resources Management	3	<ol style="list-style-type: none"> 1. Discuss the growing influence of the human resources staff in managerial decision making. 2. Explain the steps in human resources planning. 3. Discuss the selection process. 4. Identify the purpose of the interview. 5. Describe the purpose of periodic performance appraisals. 6. Review the relationship between wage and salary structure and employee retention and recruitment.

Influencing	3	<ol style="list-style-type: none"> 1. Describe the essential characteristics of good directives. 2. Compare and contrast different leadership styles. 3. Outline the major theories of motivation. 4. Provide a basis for understanding the factors influencing morale. 5. Discuss different techniques of administering discipline. 6. Review the supervisor's role in disciplinary actions.
Controlling	3	<ol style="list-style-type: none"> 1. Discuss different types of control systems. 2. Review the purposes for measuring and comparing performance. 3. Describe corrective action techniques. 4. Define the approaches, types and purposes of budgets. 5. Outline the role of the supervisor in preparing the budget. 6. Compare and contrast different budget models.
Professional Values and the Code of Ethics	3	<ol style="list-style-type: none"> 1. Describe current ethical dilemmas faced by health information management professionals. 2. Identify changes in the healthcare system that have resulted in ethical information management problems. 3. Describe the role, values and ethical obligations of the HIM professional. 4. Work toward building an ethical health information system.
Ethical decision-making guidelines and tools	3	<ol style="list-style-type: none"> 1. Define ethics. 2. Identify the importance of studying ethics for the health information management professional. 3. Identify ethical concepts, including relevant values, principles, virtues, approaches and theories. 4. Apply a process of ethical decision making to HIM scenarios.
Clinical code selection and use	2	<ol style="list-style-type: none"> 1. Understand why the assignment or use of diagnosis and procedure codes has ethical implications. 2. Identify a variety of unethical practices related to code selection or use. 3. Recognize the roles of the healthcare provider, clinical service provider, health information management professional and business associate in the contribution to code selection and use.
Quality review	2	<ol style="list-style-type: none"> 1. Identify the ethical issues confronting managers involved in QM activities. 2. Develop common responses to ethical issues that may be presented to information professionals who are involved in QM activities.
Public health	2	<ol style="list-style-type: none"> 1. Describe how the government uses private medical information in protecting the public's health. 2. Conduct an ethical analysis of a proposed policy concerning government access to private medical information.
Managed care: lessons of integration	2	<ol style="list-style-type: none"> 1. Identify key ethical issues regarding privacy of personally identifiable patient information in a managed care environment. 2. Discuss possible policies to address ethical problems related to managed care.

Clinical care: end of life	2	1. Recognize characteristics of information exchange that support patient autonomy. 2. Access documentation indicator of palliative care.
Genetic information	2	1. Comprehend the sensitivity of genetic information and the possible uses and issues of this information. 2. Discuss the state and federal laws that may limit access to genetic information by health insurers and employers. 3. Appreciate the role of the HIM professional in ensuring the privacy of genetic information.
Adoption information	1	1. Identify the historical roots of current ethical issues in adoption. 2. Discuss implications of ethical issues for adoption as they relate to other emerging areas for HIM decision making.
Drug, alcohol, sexual and behavioral information	2	1. Describe how legislation addresses the disclosure of sensitive health information regarding substance abuse and treatment, sexually transmitted diseases and mental health/behavioral disorders. 2. Explain the role of the privacy requirements of HIPAA in the protection of sensitive health information. 3. Discuss some of the factors to consider in making decisions about ethical issues in behavioral health.
Management	2	1. Discuss factors that challenge managers' ability to increase moral awareness for themselves and their employees. 2. Discuss ethical issues associated with the orientation of new employees, including rationalization, socialization and equity.
Advocacy	1	1. Describe the general concept of advocacy and applications for HIM practice, including advocacy for patients, peers, staff and self. 2. Consider ways in which personal and professional goals can be attained through advocacy.
45		

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Terms	Explain the terms organization, motion study, time study, Hawthorne effect and method.
Course Outcome 2	5 Steps DM	Apply the five basic steps of the decision-making process to HIM scenarios.
Course Outcome 3	Ethical DM	Apply a process of ethical decision making to HIM scenarios.
Global & Cultural Literacy: Students distinguish that society is a culturally diverse and global environment with differing opinions, practices and ideas.		
Secondary Laker Learning Competency	Professional Skills & Ethics: Students demonstrate professional skills and ethical accountability.	

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.