

HIM2512 SUPERVISION ONLINE 743990







ΤI

Assignment 13.1 - Case Study





2

Instructions Introduction

Read in its entirety Case Study 2: The Remote Health Information Management Department in Appendix E on page 277.

Assignment Instructions

- 1. Perform a SWOT analysis that outlines the appropriate items for creating a remote HIM department. An example is provided in Chapter 2.
- 2. Create a report of no more than 2 pages to the CFO that outlines which HIM functions could be managed from home and which functions will need to stay located within the HIM office.
- 3. Research the best practices associated with the functions that are selected to be managed from home and explain how to incorporate these practices into managing a remote workforce.
- 4. Evaluate whether or not HIM management staff can work remotely as well and if so, outline the portion of time each manager may work at home.
 - 1. Provide appropriate references for the researched articles *on a separate page*.
- 5. Choose one HIM function mentioned above and develop a procedure for evaluating the quality and quantity of work performed by a remote workforce.
 - 1. The procedure will include the tools that will be utilized to evaluate the quality and quantity of work, the frequency of

- monitoring the work, and outcomes if employees are performing below agreed-upon job standards of quality and quantity.
- 2. Use the job procedure template in Chapter 7, Figure 7.11 page 144.
- 6. Develop a training session that prepares the selected HIM employees to work from home.
- 7. Create an outline of all the items that need to be included within the training session based on the best practices found when researching managing remote workers.

Requirements

- Utilize PowerPoint and create slides for the presentation based on the outline.
- The presentation should utilize a good slide format with a title and 5-6 bullet items on each slide.
- The second slide of the presentation should include learning objectives for the audience.
- The presentation should include 10 to 15 content slides (not including the title page and reference slides) with a summary that allows for questions.
- The title slide and the final slide that is comprised of a reference list SHOULD NOT be counted in the 15 content slides (that would be 12 to 17+ slides depending on how many references you had).

Please submit the PowerPoint presentation, SWOT Analysis, the 2-page report, and the job procedure template to this assignment by the due date.

- Check the assignment rubric before submitting the assignment so that you do not lose any unnecessary points.
- Make sure you do not PLAGIARIZE as the assignment will be checked by Turnitin and you will receive a zero grade if your assignment is plagiarized by more than 30%.

Submissions

No submissions yet. Drag and drop to upload your assignment below.

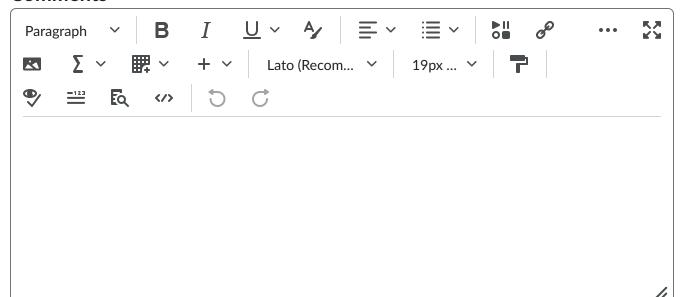
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Comments





Activity Details

Task: Submit to complete this assignment

Assessment



Case Study 2: The Remote Health Information Management Department Rubric