



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

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Activity Details

Task: Submit to complete this assignment

Assessment



Case Study 2: The Remote Health Information Management Department Rubric