Upon completion of the B.S. degree in Health Information Administration, students will:

- be able to plan and develop a health information management system appropriate for varying sizes and types of health care facilities, organizations and agencies.

- be able to manage the personnel working in a health information management department.

- be able to perform the following management functions as they relate to a health information management system: facility design, financial planning, budgetary control, selection of equipment and supplies, systems analysis and evaluation of the effectiveness of departmental services.

- be able to develop and implement policies and procedures for information handling and dissemination in accordance with professional ethics and in conformity with applicable federal, state and local statutes and regulations.

- be able to design a system to maintain the privacy and confidentiality of health information.

- be able to develop, analyze and evaluate health data retention and retrieval systems.

- be able to collect and analyze patient and institutional data for health care and health-related programs.

- be able to assist in research and statistical analysis to provide administrative and clinical information for institutional management and to evaluate patient care.

- be able to assist in the development and coordination of programs to assure quality of patient care and appropriate utilization of services as required by the facility, organization or agency.

- be able to develop in-service education materials and conduct and evaluate instructional programs for health information management personnel.

- be able to coordinate and integrate the efforts of the health information management department with those of other departments to achieve institutional goals.

- be able to participate in committee functions relative to health information management administrative activities and quality management studies.

- be able to support and practice the ethical principles of health care and health information management.