



HIM 520 Module One Short Paper Guidelines and Rubric

Overview: In your activities for this module, you read and discussed different leadership theories. In this short paper, you will examine the Lean Six Sigma Methodologies, as they pertain to Health Information Management (HIM). These are a set of core methodologies that are technique-based and rely on a collaborative team effort to improve performance by systematically removing waste from processes and procedures in an organization.

Prompt: In this paper, you will research and present a specific example of a methodology that HIM professionals use. In your paper, be sure to address the following:

- Describe the Lean Six Sigma methodology, its history, and its adoption in healthcare.
- Use the Lean Six Sigma methodology to describe HIM department management structures within your hospital or a hospital of your choice.
- Examine the ways in which organizational structure can impact processes using Lean Six Sigma to determine the needs of an organization's goals, and impact organizational and patient outcomes.
- Describe the ways leaders can instill in employees a commitment to adopting the organizational culture and goals.

This assignment will help you understand the theoretical leadership theories you can incorporate into your final project.

Guidelines for Submission: Your paper must be submitted as a 2-page Microsoft Word document using APA format and including double spacing, 12-point Times New Roman font, one-inch margins, and at least three cited sources.

Critical Elements	Proficient (100%)	Needs Improvement (70%)	Not Evident (0%)	Value
Lean Six Sigma Methodologies	Demonstrates expertise in the description of Lean Six Sigma, its history, and its adoption in healthcare	Describes Lean Six Sigma, its history, and its adoption in healthcare but the description has gaps in knowledge and application of the theory	Does not describe Lean Six Sigma	20
Role of Lean Six Sigma on HIM Functions	Comprehensively uses the Lean Six Sigma methodology to describe the organizational management structure of a hospital	Uses the Lean Six Sigma methodology to describe the organizational management structure of a hospital but with gaps in detail and clarity	Does not use the Lean Six Sigma methodology to describe the organizational management structure of a hospital	20
Organizational Management Structures	Demonstrates expertise in the examination of the ways in which organizational structure can impact processes using Lean Six Sigma to determine organizational and patient outcomes	Demonstrates knowledge in the examination of the ways in which organizational structure can impact processes using Lean Six Sigma to determine organizational and patient outcomes, but has gaps in knowledge and application of the theory	Does not demonstrate knowledge of Lean Six Sigma as it pertains to organizational structure	20

Southern New Hampshire University

Critical Elements	Proficient (100%)	Needs Improvement (70%)	Not Evident (0%)	Value
Adoption of Organizational Goals	Comprehensively describes the ways leaders can instill in employees a commitment to adopting the organizational culture and goals	Describes the ways leaders can instill in employees a commitment to adopting the organizational culture and goals, but with gaps in knowledge and application	Does not describe the ways leaders can instill in employees a commitment to adopting the organizational culture and goals	30
Writing / Mechanics	Submission remains in the formal third person and has no major errors related to citations, grammar, spelling, syntax, or organization	Submission mostly remains in the formal third person and has some major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission frequently employs the first or second person and has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
Total				100%