INFORMATION MANAGEMENT & DOCUMENTATION

AN EXECUTIVE DEVELOPMENT PROGRAM

ENHANCE YOUR MANAGEMENT QUALITIES. ACHIEVE YOUR GOALS

NEXT BATCH FROM SEPTEMBER 2022

Executive Development Program

Executive development programmes capitalise the institution's high-tech entrepreneurship culture to help entrepreneurs, corporate venture capitalists, managers, administrators and start-up companies comprehend the whole venture development process, from idea generation to establishing profitable innovation-driven organisations. The executives who join theses program will be introduced to the information, context, and contacts that enable entrepreneurs and intrapreneurs to build and launch successful new enterprises through lectures by top management faculty, visits with innovative start-ups, and live case studies with successful entrepreneurs. Hands-on instruction and practical experience, crafting a business plan are provided through specially designed team projects, while networking events bring you together with members of institution's entrepreneurial community

Saveetha School of Management

Saveetha School of Management is an eminent B-school which was established in the year 2008 with an aim to become a Global Player in Management education. SSM commits itself to produce Industry-specific Management professionals who will be ready to plug-n-play. The unique selling proposition (USP) of SSM is to produce MBA candidates with hands on experience. SSM is an inspirational place to study. We offer an experience of harnessing the core skills and help students to develop their ability to define goals, inspire people and create a unique pathway for their career establishment. The MBA programme is offered under dual specialization model with specializations in Marketing, Finance, Human Resource Management, Systems, Production, International Business Management, Hospital Management and Logistics and Supply Chain Management. In order to impart additional knowledge the courses on life skills for success, emotional intelligence, counselling & grievance handling and social welfare activities are offered to the student community at SSM

WHAT IS INFORMATION MANAGEMENT AND DOCUMENTATION?

Information management comprises management of change in the organizations, management of information system and services, management of respurces, management of information technology, personnel management, and finance and planning

More Information:

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WHY INFORMATION MANAGEMENT AND DOCUMENTATION?

Hospitals and healthcare facilities have witnessed transformations for the betterment. For optimal management and patient care at their hospital campuses, healthcare administrations are turning to IT technologies. Patient registration, blood bank monitoring, admission management, and general department management may all be done more efficiently and accurately, with the help of information management. Patients' personal health information is acquired and generated by those working in the healthcare industry all around the world. The scope of health information includes not only personal information and patients' private health data, but also connected with payment forms and transactions. Clinical notes, pharmacy, and outpatient care records are also covered health information.

Thereby, health managers are required to perform complex managerial responsibilities, both in the new models of health care delivery and in traditional hospital institutions, having in mind that old boundaries between administrative and medical management are slowly fading away. Document Management has many benefi¬ts that maximize an organization's productivity and time-cost savings. EDP in Information Management and Documentation helps to understand how Management Information System can be used effectively in uploading, editing, tracking, retrieving and sharing hospital documents with anybody from any part of the world in a single click

WHO SHOULD ATTEND?

This program is designed for the administrative staff, nurses, doctors and other health specialists, who are serving or aspiring to be in health sector, who would like to enhance and strengthen their management skills to better serve the hospitals in managing huge and confidential data

TAKEAWAYS

01 Classification and coding of data

02 Subject indexing

03 Cataloguing and indexing by names, places, and events

04 Storage of photographic and digitized images, Handle the processing, storage, and security of the organization's data

05 Information audits: reviews of an organization's information resources

ELIGIBILITY

A Bachelor's degree (minimum of three years full time study) from a recognized university in any discipline.

A minimum of five years post degree full time work experience in managerial positions.

Eligible candidate registered for the programme will be shortlisted and called for the interview.

Final selection will be based on the performance in the interview.
Fees: Rs 5,00,000

VISIT US AT

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