

MANAGEMENT FOR REGISTRARS
Continuing Education Course

A basic course of supervisory knowledge and functions as well as data collection, analysis, and presentation skills

This basic course offers a general overview of the basic managerial skills and functions needed for a cancer registry department. Review of specific supervisory functions include staffing, communication, office layout, financial management, budgets, policies & procedures, productivity, formal committees & structure, workflow design, and compliance to accrediting body requirements. Emphasis is placed on managing data and information for maintenance of the registry database, tabulation of data for reporting and research, and presentation for internal committees as well as external agencies.

The class will meet weekly for 2 hours for ten (10) weeks. Content will be taught through classroom examples, scenarios, and practice developing the tools of a manager as assigned. Class assignments and homework will be given to assess the student's progress and the student's competency is assessed by three exams given throughout this course.

The cost is \$250.00 per person. This includes textbook and all materials.

This seminar is a pre-requisite to the registry track program. Class and will be taught in 10 sessions and will form in the Spring and Fall. Location: UAMS campus, Shorey Bldg., Eighth Floor, Room 16.

Classes are offered locally and with distance methodologies. The online methodologies will be available so that students outside Little Rock may be served. Students must have Internet access with email and PowerPoint presentation software in order to take these courses. For details, registration, and specific dates, contact: Betty Montgomery at 501-296-1059.

Register early to reserve your place!

Reservation for the Management for Registrars Seminar

Please indicate:

- Spring 200_____
- Fall 200_____

Name: _____

Address: _____

Phone: _____ Work _____ Home _____

E-Mail _____

Please fax this to 501-686-8519, or mail to UAMS, HIM, Slot # 733, 4301 W. Markham, Little Rock, AR 72205 or call 501-296-1059 Betty Montgomery

Sponsored by:
The University of Arkansas for Medical Sciences
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