



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES
(Declared as Deemed to be University under Section 3 of UGC Act 1956)



SAVEETHA

SCHOOL OF MANAGEMENT



Information Management and Documentation

SAVEETHA SCHOOL OF MANAGMENT
SAVEETHA INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES

162 , Poonamalle High Road , Saveetha Dental College and Hospitals,
Chennai - 77

Saveetha School of Management

Saveetha School of Management is an eminent B-school which was established in the year 2008 with the cherished goal of imparting quality management education in India. SSM commits itself to produce industry-specific management professionals who will be ready to plug-n-play. SSM is an inspirational place to study. It offers two year full time master's program in Business Administration (MBA) under trimester pattern. 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. MBA program is offered under dual specialization model with specializations in Marketing, HRM, Finance, Production & Operations, Systems, Logistics and Supply chain, International Business Management and Hospital Managements. Saveetha School of Management is accredited with NAAC 'A' Grade, ISO 9001-15 Certified Institution and approved by All India Council for Technical Education (AICTE).

Scope of Information Management and Documentation

Organizations must respond to their customers' need more quickly, which requires that greater volumes of information must be processed in a much shorter time (with emphasis on processing automation). Information that is current today may or may not be current tomorrow. Teamwork and document/information sharing are the cornerstones of each efficiently functioning company and organization

Why Information Management and Documentation?

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 benefits 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.

COURSE NAME	: Information Management and Documentation
DURATION OF COURSE	: One year (12 months)
FOR MORE DETAILS	: Saveetha School of Management, 162, Poonamallee High Road, Velappanchavadi, Chennai-600077, www.ssm.saveetha.com .