

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.3	Business Office	Revised:	May 2016
Policy 5.3.3	Management Information	Responsibility:	Vice President and Chief Information Officer

MANAGEMENT INFORMATION

Responsibility

The Information Management & Services Business Office (IMSBO) is responsible for reporting to the Vice President and Chief Information Officer (VP/CIO) the state of the fiscal and administrative operations of the Information Management and Services (IMS). This includes the verification of financial data, standardization and evaluation of processes and procedures, internal controls, and the documentation of fiscal methodologies. Written reports of findings, recommendations, opinions, and conclusions are reported to the IMS department Directors, Sr. Directors and the VP/CIO. These reports are intended to provide documentation and constructive critique of administrative and financial operations, as well as possible improvements, for the VP/CIO's consideration.
