HITT-1353-022IN (8793) Legal/Ethic Aspect Health Info
Course Semester (Spring 2024)
Internet Course

Instructor Information: **Carol F Smith**
csmith108@com.edu
409-933-8386, cell 713-705-432

Student hours and location: Virtually by appointment. However, if you need immediate assistance and you are unable to reach the instructor, please contact Kay Carrier at kcarrier3@com.edu. Also, when emailing me please CC: Kay Carrier.

Required Textbook: *Legal Aspects of Health Information Management*, Author: McWay: ISBN#: 978-1-285-86738-0; 5th Edition

Health Information Management Case Studies, 1st or 2nd edition; Author Dianna Foley; PublisherAHIMA. If you have the 1st edition, do not purchase the 2nd edition.

Additional Resources: *Health Information Management Technology*, Author Sayles; and *Health Information Management Case Studies*; Author Dianna Foley; Publisher AHIMA; ISBN: 978-1-58426-458-3; AHIMA Product Code: AB125115.

Course Description: Concepts of confidentiality, ethics, and health care legislation, and regulations relating to the maintenance and use of health information.

The statements contained in this syllabus are provided to give insight into the nature and design of the class and assist students in gaining full benefit from the class and are not intended to be promissory, absolute, or exhaustive.

Course requirements:

Determination of Course Grade:

Weekly Chapter quizzes (10% of final grade) Weekly Chapter quizzes consist of multiple-choice questions. The number of questions varies from chapter to chapter. PLEASE NOTE: The week begins on Monday and ends Sunday atmidnight. Therefore, weekly quizzes should be submitted no later than Sunday, please see detailed "tentative lesson plan." Late work may not be accepted unless individual arrangementshave been made prior to the due date and time. Pay close attention to the due dates on your calendar. Failure to complete the quizzes by the deadline may result in a zero for that assignment.

Group Project: (15% of final grade) Creating an in-service education program. Please note that the project is not to create the program but develop strategies around delivery of a training program. See Case Study 2.4 in the HIM case study workbook for details. The details are posted in the discussion board and assignments.

The first week of class the instructor will divide you up into groups. There is a group discussion area in the discussion board to utilize in order to communicate throughout the

project. Please post your final project in the discussion link and in "Assignments".
Group Project Due 5/1.

Individual Project: (10% of final grade)

Research a medical/legal issue (list of topics will be distributed for selection in the discussion board). Select your topic;research the topic. Prepare a written summary of the project and post your report in the Discussion Board labeled "Individual Project as well as Assignments. Also, you must view each fellow classmates' presentation, and under their posting, state one important fact that you learned from their presentation. You must complete all three of these steps to receive full credit for this project. **You must have theIndividual Project presentation posted in Discussion Board by 5/1 and have responses to everyone by 5/5.**

Midterm (25% of final grade)

The Mid-Term Exam is a timed test (75 minutes) and consists of 50 multiple choice questions which include chapters 1 -7. There is a review for the exam in Learning management system that you may use tostudy from. **The Mid Term will open on 2/26 and will close at midnight on 3/3. This course requires the use of LockDown Browser for online exams. For more information, watch this [short video](#) to get a basic understanding of LockDown Browser.**

Final (25% of final grade)

The Final Exam is a timed test (2 hours, 30 minutes) and consists of 100 multiple choice questions which is comprehensive and may include questions on material from all chapters covered during the semester. There is a review for the exam in Learning management system that you may useto study from. **The Final Exam will open 5/1 and will close at midnight on 5/8. The final addresses the following Core Objective: Critical Thinking, Personal Responsibility and Social Responsibility. This course requires the use of LockDown Browser for online exams. For more information, watch this [short video](#) to get a basic understanding of LockDown Browser.**

Discussion/Class Participation (15% of final grade)

Students are expected to log into learning management system weekly, and participate in all discussions, projects and assignments. The Discussion link is located within the modules or top menu. There are twenty (20) discussions and on the Discussions page you will see the exact page and assignment for each discussion. To create a discussion, click on the "Start a New Thread" button. Compose your response in the box and click on "post" when you are finished. I do not remove any discussion assignments or student responses until the course isover. If you want to view your response to any discussion assignment, be sure you have clicked on "Show All" at the top of the discussion area. Please see "Tentative Lesson Plan" for specific due dates. You will need to post your initial response by day 4 (Thursday) of each week and a response to at least one colleague by day 6 (Saturday) Therefore, it is imperative to check the discussion area at least twice a week for new messages. Credit will be awarded to students participating in discussion assignments. Furthermore, discussions are graded on a weekly basis usually by Tuesday of the following week**. To receive a maximum score, all discussions must be completed.**

**Discussion Forum Participation Rubric is located in Learning Management System.

Participation in the discussion forums is critical for maximizing your learning experiencesin this course. You are required to be part of an online community that interacts, through discussion, to enhance and support the professional development of the group.

Part of the assessment criteria for the course includes assessing the quality and quantity of your participation in the discussion forum.

- You should submit your initial post by day 4 (Thursday) in each module, and your subsequent responses to the post of other learners by day 6 (Saturday) and at timely intervals within the duration of each module. Keep in mind the goal is to have a dynamic discussion that last throughout the entire module.
- Your posts and responses should be thorough and thoughtful. Just posting an "I agree" or "Good ideas" will not be considered adequate. Support your statements with examples, experiences, or references. Keep in mind that your fellow learners will be reading and responding to you, too.
- Make certain to address the discussion prompt(s). This does not mean you should not extend the topic, but do not stray from the topic.
- Discussions occur when there is dialogue. Therefore, build upon the posts and responses of other learners to create discussion threads. Make sure you revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.
- When relevant, add to the discussion by including prior knowledge, work experience, references, web sites, resources, etc. (giving credit when appropriate).
- Your contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors as well as friendly and courteous.

Determination of Course Grade/Detailed Grading Formula:

Your semester grade will be comprised of the following components and graded per the following grading scale: Furthermore, **in order to pass this class, you must obtain a "C" or** better.

Quizzes	10%
Mid-Term	25%
Final	25%
Discussions/Participation	15%
Individual Project	10%
Group Project	15%

Grading Scale:
90.0-100   A
80.0-89.9   B
75.0-79.9   C
70.0-74.9   D
69 – Below   F

Make-Up Policy: Computer lab assignments, Midterm and Final Exams may be submitted after the due date with instructor approval and receive a grade; however, grades for these assignments and exams submitted after the due date and time will receive a maximum grade of 75%. This is at instructor's discretion.

Attendance Policy: It is best practice to log on at least 3 times per week to the learning system to participate in the discussions and review announcements and other directives.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I will respond to all email within 2 days, except for weekends and holidays.

Student Learner Outcomes:
Upon successful completion of this course, students will:
1. Be able to apply local, state, and federal standards and regulations for the control and use of health information.
2. Be able to demonstrate appropriate health information disclosure practices.
3. Be able to identify and discuss ethical issues in health care.

IMPORTANT: Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from theapplicable licensing agency.

Core Objectives: Students successfully completing this course will demonstrate competency in the following:
1. Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Social responsibility – to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
3. Personal responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making You can learn more about this at the THECB's web

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Students will be able to apply local, state, and federal standards and regulations for the control and use of health information.	Critical Thinking	Final
2. Students will be able to demonstrate appropriate health information disclosure practices.	Personal Responsibility Social Responsibility	Final

3. Students will be able to identify and discuss ethical issues in health care.	Critical Thinking	Individual Project

Academic Dishonesty:
Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate discipline action. http://www.com.edu/studentservices/student-handbook.php OWL Purdue Plagiarism: https://owl.english.purdue.edu/owl/resource/589/01/

Use of Artificial Intelligence (AI): Any assignment containing material generated by Artificial Intelligence (AI) will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

 **The Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to-face and online tutoring sessions in a welcoming environment.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact the instructor using the contact information previously provided. If, after discussing your concern, and you continue to have questions, please contact the Department Chair/Program Director, Kay Carrier, at 409-933-8414/kcarrier3@com.edu.

Success Tips for Students

Professionalism: Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Attends class and is punctual** – The student logs onto learning management system at least twice a week.
- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences asopposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills** – The student listens, speaks using correct grammarand without excess fillers, e.g., um, you know, like

- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student and college information.

Three Prior to Me: The HIM faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the "Three Prior to Me" process. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer to your textbook.

Instructors **will** question you regarding what research methods you utilized to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:
   -preparation for the workforce
   -increased research skills
   -instructors will have more time to provide feedback and interact with students
If you have a question that **ONLY** the instructor would know the answer to (grade-related, assessments, etc.), then of course you would go to the instructor directly. This process will require practice and patience from the student as well as the instructor.

Course outline:

ALL COURSEWORK DUE BY SUNDAY, 4/30. NO FURTHER WORK WILL BE ACCEPTED PAST THIS DATE, NO EXCEPTIONS!

SPRING 2024

Week #	Assigned Reading	Homework	Lab Assignments
#1 **1/16 to 1/21**	Learning Module Chapter 1 *Workings of the American Legal System*	Chapter 1 Quiz – **Due 1/21** IntroductionPost in Discussion Board	Discussion of Case Study A & B Chapter 1 pg. 18 **Initial Post Due 1/18; Response Due 1/20**
#2 **1/22 to 1/28**	Learning Module Chapter 2 *Court Systems and Legal Procedures*	Chapter 2 Quiz – **Due 1/28**	Discussion of Case Study Chapter 2 (pg. 44) **Initial Post Due 1/25; Response Due 1/27**

#3 1/29 to 2/4	Learning Module Chapter 3 *Judicial Process of Health Information*	Chapter 3 Quiz – **Due 2/4**	Discussion of Case Study Chapter 3 (pg. 59) **Initial Post Due 2/1; Response Due 2/3**
#4 2/5 to 2/11	Learning Module Chapter 4 *Principals of Liability*	Chapter 4 Quiz – **Due 2/11**	Discussion of Case Study Chapter 4 (pg. 83) **Initial Post Due 2/8; Response Due 2/10**
#**5** 2/12 to 2/18	Learning Module Chapter 5 *Ethical Standards*	Chapter 5 Quiz – **Due 2/18**	Discussion: Case Study Chapter 5 (pg. 99) **Initial Post Due 2/15; Response Due 2/17**
#6 2/19 to 2/25	Learning Module Chapter 6 *Ethical Decisions and Challenges*	Chapter 6 Quiz – **Due 2/25**	Discussion: Case Study A & B Chapter 6 (p. 118-119) **Initial Post Due 2/22; Response Due 2/24**
# 7 2/26 to 3/3	Learning Module Chapter 7 *Bioethics Issues* **Midterm available from**	Chapter 7 Quiz – **Due 3/3**	Discussion: Case Study Chapter 7 (p. 133) **Initial Post Due 2/29; Response Due 3/3** **Complete2.6 Case Study in the HIM case study workbook Due 3/3 Post to Assignments**

# 8 3/4 to 3/10	Learning Module Chapter 8 *Patient Record Requirements* Mid-Term 3/2 and closes 3/9	Chapter 8 Quiz- **Due 3/10**	Discussion: Case Study Chapter 8 (p. 156) **Initial Post Due 3/7** **Response Due 3/9**
# 9 3/11 to 3/17	**SPRING BREAK CLOSED 3/11 to 3/17**		
# 10 3/18 to 3/24	Learning Module Chapter 9 *Confidentiality and Informed Consent*	Chapter 9 Quiz- **Due 3/24**	Discussion: Case Study Chapter 9 (p. 177) **Initial Post** **Due3/21** **Response Due** **3/23**

#11 3/25 to 3/31	Learning Module Chapter 10 *Access to Health Information*	Chapter 10 Quiz- **Due 3/31**	Discussion: Case Study A & B Chapter 10 (p. 210-211) **Initial Post Due 3/28 Response Due 3/30** **Complete Case Studies,** in the HIM case study workbook **1st Edition book 2.2, 2.3 (Subpoena preparation), 2.5 and 2.28; If you have the 2nd edition book the case studies are 2.0, 5.18, 2.2, 2.19 Due 4/3 Post to Assignments** **Here is the links to access them:** **https://web21.ehrgo.com/rd/?courseActivityId=10318** **https://web21.ehrgo.com/rd/?courseActivityId=12710** **Please post to Assignments Due 3/31**

#12 4/1-4/7	Learning Module Chapter 11 *Specialized Patient Records*	Chapter 11 Quiz- **Due 4/7**	Discussion: Case Study Chapter 11 (p. 237) **Initial Post Due 4/4 Response Due 4/6**
# 13 4/8 to 4/14	Learning Module Chapter 12 *Risk Management, Quality Management, and Utilization Management*	Chapter 12 Quiz- **Due 4/14**	Discussion: Case Study Chapter 12 (p. 244) **Initial Post Due 4/11 Response Due 4/13**
#14 4/15 to 4/21	Learning Module Chapter 13 *Information Systems*	Chapter 13 Quiz- **Due 4/21**	Discussion: Case Study Chapter 13 (p. 292) **Initial Post Due 4/18 Response Due 4/20**
#15 4/22-4/28	Learning Module Chapter 14 *Health Care Fraud and Abuse*	Chapter 14 Quiz- **Due 4/28** **Individual Project Due 5/1** **Group Project Due 5/1**	Discussion: Case Study A & B Chapter 14 (p. 308) **Initial Post Due 4/25 Response Due 4/27**
#16 4/29-5/5	Learning Module Chapter 15 *Law and Ethics in the Workplace* **ALL COURSEWORK DUE BY SUNDAY, 5/5. NO FURTHER WORK WILL BE ACCEPTED PAST THIS DATE, NO EXCEPTIONS!**	Chapter 15 Quiz **Due 5/5** **The Mid Term Exam will be open 3/2 to 3/9** **Final opens 5/2 to 5/8**	Discussion: Case Study Chapter 15 (p. 333) **Initial Post Due 5/2 Response Due 5/4**

#17- 5/6 to 5/12	Final opens 5/2 to 5/8 **The Final Exam is taken online through Learning Management System**		**FINAL EXAM…** 5/2-5/8

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:
If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here https://www.com.edu/community-resource-center/. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

AHIMA 2018 Domains

Chapter 1
Domain V: Health Law & Compliance
  V.1 Apply Legal processes impacting health information
  V.2 Demonstrate compliance with external forces
  V.3 Identify the components of risk management related to health information management

Domain I: Data Structure, Content and Information Governance
  I.1 Describe health care organizations from the perspective of key stakeholders
  I.2 Apply policies, regulations, and standards to the management of information
  I.3 Identify policies and strategies to achieve data integrity
  1.4 Determine compliance of health record content within the health organization

Chapter 2
Domain V: Health Law and Compliance
  V.1 Apply Legal processes impacting health information
  V.2 Demonstrate compliance with external factors

Chapter 3
Domain V: Health Law and Compliance
  V.1 Apply Legal processes impacting health information

Chapter 4
Domain V: Health Law and Compliance
  V.1 Apply Legal processes impacting health information

Chapter 5
Domain VI: Organizational Management & Leadership
  VI.1 Demonstrate fundamental leadership skills
  VI.6 Examine behaviors that embrace cultural diversity
  VI.7 Assess ethical standards of practice

Chapter 6
Domain VI: Organizational Management & Leadership
  VI.1 Demonstrate fundamental leadership skills

  VI.6 Examine behaviors that embrace cultural diversity
  VI.7 Assess ethical standards of practice

Chapter 7
Domain VI: Organizational Management & Leadership
  VI.1 Demonstrate fundamental leadership skills
  VI.6 Examine behaviors that embrace cultural diversity
  VI.7 Assess ethical standards of practice

Chapter 8
Domain I: Data Structure, Content & Information Governance
  I.1 Describe health care organizations from the perspective of key stakeholder I.2 Apply policies, regulations, andstandards to the management of information

Domain II: Information Protection: Access, Use, Disclosure, Privacy, & Security
  II.3 Identify compliance requirements throughout the health information life cycle

Domain V: Health Law & Compliance
  V.1 Apply Legal processes impacting health information
  V.2 Demonstrate compliance with external forces

Chapter 9
Domain II: Information Protection: Access, Use, Disclosure, Privacy, & Security
  II.1 Apply privacy strategies to health information

Domain V: Health Law & Compliance
  V.1 Apply Legal processes impacting health information

Chapter 10
Domain II: Information Protection: Access, Use, Disclosure, Privacy, & Security
  II.1 Apply privacy strategies to health information

Domain III: Informatics, Analytics, and Data Use
  III.5 Describe research methodologies used in health care.

Domain V: Health Law & Compliance
  V.1 Apply Legal processes impacting health information
  V.3 Identify the components of risk management related to health information management

Chapter 11
Domain I: Data Structure, Content & Information Governance
  I.1 Describe health care organizations from the perspective of key stakeholders
  I.2 Apply policies, regulations, and standards to the management of information
  I.3 Determine compliance of health record content within the health organization

Domain II: Information Protection: Access, Use, Disclosure, Privacy, & Security
  II.1 Apply privacy strategies to health information

Domain V: Health Law & Compliance
  V.1 Apply Legal processes impacting health information
  V.2 Demonstrate compliance with external forces

Chapter 12
Domain II: Information Protection: Access, Use, Disclosure, Privacy, & Security
  II.1 Apply privacy strategies to health informationDomain IV: Revenue Cycle Management
  IV.2 Describe components of revenue cycle management and clinical documentation
  IV.3 Summarize regulatory requirements and reimbursement methodologies

Domain V: Health Law & Compliance
  V.1 Apply Legal processes impacting health information
  V.3 Identify the components of risk management related to health information management

Domain VI: Organizational Management & Leadership
  VI.4 Utilization data-driven performance improvement techniques for decision making

Chapter 13
Domain III: Informatics, Analytics, and Data Use
  III.1 Apply health informatics concepts to the management of health information management
  III.2 Utilize technologies for health information management
  III.3 Summarize standards for health information exchanges

Domain II: Information Protection: Access, Use, Disclosure, Privacy, & Security
  II.1 Apply privacy strategies to health information
  II.2 Apply security strategies to health information

Chapter 14
Domain V: Health Law & Compliance
  V.2 Demonstrate compliance with external forces
  V.4 Identify the impact of policy on health care

Domain VI: Organizational Management & Leadership
  VI.7 Assess ethical standards of practice

Chapter 15
Domain V: Health Law & Compliance
  V.1 Apply Legal processes impacting health information

Domain VI: Organizational Management & Leadership
  VI.1 Demonstrate fundamental leadership skills
  VI.6 Examine behaviors that embrace cultural diversity
  VI.7 Assess ethical standards of practice