COURSE SYLLABUS

<table>
<thead>
<tr>
<th>Science, Allied Health, &amp; Engineering</th>
<th>HIM*256</th>
<th>Legal &amp; Ethical Issues in HIM</th>
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<tbody>
<tr>
<td>Department</td>
<td>Course No.</td>
<td>Course Title</td>
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<tr>
<td>3 hrs</td>
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<tr>
<td>Credit Hrs.</td>
<td># lecture hrs./week</td>
<td># lab hrs./week</td>
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Michelle Tipton | April 26, 2013

Prepared by

Faculty Member | Date

Course prerequisites:

HIM*102, MED*112

Course Location (bldg/room #):

Meeting time (days/hours):

Course Description:

In this course “Legal and Ethical Issues of Health Information Management”, students will learn about the legal and ethical issues affecting healthcare today, including legislative and regulatory processes and legal terminology. Special attention will be devoted to issues of electronic record systems from the legal and ethical perspective. Students will study health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy). Confidentiality, privacy, and security policies, procedures and monitoring along with release of information policies and procedures, professional and practice-related ethical issues will be studied. Students will investigate and recommend solutions to privacy issues and problems.

Prerequisites: HIM*102, MED*112

Scope of Course:

The complexities of today’s health information have changed the configuration of the Health Information Management (HIM) department. Today’s HIM professional must be equipped with a broad range of knowledge including, as dictated by AHIMA, clinical foundations. In this course, the student will gain an understanding of current law pertaining to the health care system, privacy and confidentiality in health care and

Program/Discipline Learning Outcomes Contained in Course:

The goal of the Science Division is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal healthcare environment
- Awareness and respect for other perspectives
- Global awareness and diversity
- Flexibility and adaptive to change
- Personal productivity and organizational skills
• Ability to understand your customer
• Understand process management

**Importance of Course in Program/Discipline:**
The AHIMA Education Strategy Committee has created a list of entry-level competencies for associate degree students. This course, HIM256, familiarizes students with the concepts and subject matter in each of the 5 domains and 15 subdomains recommended by AHIMA. As students prepare to enter the field of Health Information Management, this course is of high importance. The following AHIMA domains are covered:

• Domain 3: Health Services Organization, and Delivery

**Learning Outcomes:**
The goal of HIM 256 is to provide each student with an understanding of law and ethical issues of HIM.

- Apply current laws, accreditation, licensure and certification standards related to health information initiatives from national, state, local and facility levels.
- State the legal and ethical issues in health care related to electronic medical records.
- Participate in the implementation of legal and regulatory requirements related to health information infrastructure.
- Apply policies and procedures for access and disclosure of personal health information.
- Release patient-specific data to authorized users.
- Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
- Discuss methods used to conduct privacy and confidentiality training programs.
- Recommend solutions to privacy issues/problems.
- Apply and promote ethical standards of practices.

**Sample Syllabus**
Textbooks and other required readings/computer software/materials/library reserve room:

*Legal and Ethical Aspects of Health Information Management, Third Edition*
Delmar, Cengage Learning
Author(s): Dana C. McWay, JD, RHIA

Attendance Policy:
Students are expected to attend all classes. Two absences are allowed without penalty. More than two absences will result in grade point deductions and could adversely impact your overall final grade. Only students who officially withdraw from class by the deadline of XXX will receive a grade of W. Otherwise, students will be given the grade they earn.

Evaluation (exams, term papers, projects, etc., and percentages towards final grades):

Assignments – Case Studies – 20%
Presentation & Discussion – 30%
Exams – 50%

There are no make-up exams given unless arrangements have been made prior to the exam.

Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:
Each unit will cover specific topics from the textbook as well as a software product. Each
student is expected to read the assigned chapters, do all homework assignments, and complete all hands-on lab assignments. The labs, homework assignments, and test scores will be used to calculate the student’s overall grade. An assignment sheet lists the projects, quizzes and exams.

**SAMPLE SCHEDULE**

<table>
<thead>
<tr>
<th>Week</th>
<th>Book Section</th>
<th>Chapter</th>
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| Week 1| **Part 1** Study of the Law in General | Chapter 1 Workings of the American Legal System  
Chapter 2 Court Systems and Legal Procedures |
| Week 2| **Part 1** Study of the Law in General | Chapter 3 Judicial Process of Health Information  
Chapter 4 Principles of Liability |
| Week 3| **Part 2** An overview of Ethics | **Exam 1**  
Chapter 5 Ethical Standards  
Chapter 6 Ethical Decisions and Challenges  
Chapter 7 Bioethics Issues |
| Week 4| **Part 2** An overview of Ethics | Case Studies Day  
Holiday – **Take Home Exam 2** |
| Week 5| **Part 3** Legal & Ethical Issues Central to HIM | **Exam 3**  
Chapter 8 Patient Record Requirements  
Chapter 9 Confidentiality and Informed Consent  
Chapter 10 Access to Health Information  
Chapter 11 Specialized Patient Records |
| Week 6| **Part 3** Legal & Ethical Issues Central to HIM | Case Study Day  
**Exam 3** |
| Week 7| **Part 4** Specialized Areas of Concern in HIM | Chapter 12 Risk Management, Quality Management, and Utilization Management  
Chapter 13 Information Systems |
| Week 8| **Part 4** Specialized Areas of Concern in HIM | Chapter 14 Health care Fraud and Abuse  
Mid-Semester Review  
Chapter 15 Law and Ethics in the Workplace  
Case Study Day |
| Week 9| **Part 4** Specialized Areas of Concern in HIM | Holiday  
**Exam 4** |
| Week 10| **Part 4** Specialized Areas of Concern in HIM | Presentations & Discussions  
Presentations & Discussions  
Presentations & Discussions |
| Week 11| **Part 4** Specialized Areas of Concern in HIM | Presentations & Discussions  
Presentations & Discussions  
Presentations & Discussions |
| Week 12| **Part 4** Specialized Areas of Concern in HIM | Review Session |

*Additional assignments will be listed in Blackboard Learn*