

COURSE SYLLABUS

Science, Allied
Health, &
Engineering

HIM*256

Legal & Ethical Issues in HIM

Department
3 hrs

Course No.

Course Title

Credit Hrs.

lecture
hrs./week

lab hrs./week

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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

ISBN-13: 978-1-4354-8330-9

Author(s): Dana C. McWay, JD, RHIA

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website:

www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- *Primary Title IX Coordinator*

Dr. Adrienne Maslin
 Dean of Students/Title IX and Section 504/ADA Coordinator
 amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123/
 □ Secondary Title IX Coordinator

Ms. Mary Lou Phillips
 Director of Human Resources, Middlesex Community College
 mphilips@mxcc.edu; 860-343-5751; Founders Hall Room 115
 □ Secondary Title IX Coordinator

Ms. Queen Fordham
 Coordinator of the Meriden Center Welcome Desk
 qfordham@mxcc.edu; 203-608-3011

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

Week	Book Section	Chapter
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		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
Week 4		Chapter 6 Ethical Decisions and Challenges Chapter 7 Bioethics Issues
Week 5		Case Studies Day Holiday – Take Home Exam 2
Week 6	Part 3	Chapter 8 Patient Record Requirements Chapter 9 Confidentiality and Informed Consent

Week 7	Legal & Ethical Issues Central to HIM	Chapter 10 Access to Health Information Chapter 11 Specialized Patient Records
Week 8		Case Study Day <i>Exam 3</i>
Week 9	Part 4 Specialized Areas of Concern in HIM	Chapter 12 Risk Management, Quality Management, and Utilization Management Chapter 13 Information Systems
Week 10		Chapter 14 Health care Fraud and Abuse Mid-Semester Review
Week 11		Chapter 15 Law and Ethics in the Workplace Case Study Day
Week 12		Holiday <i>Exam 4</i>
Week 13		Presentations & Discussions Presentations & Discussions
Week 14	Presentations & Discussions Presentations & Discussions	
Week 15		Review Session

Additional assignments will be listed in Blackboard Learn