Midland College Syllabus
Summer 2008
HITT 1253 - Legal and Ethical Aspects of Health Information
(2-0-0)

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

Text, References, and Supplies:
   Johns, Merida L. AHIMA, 2007 1-58426-141-2


COURSE GOALS/OBJECTIVES: Upon completion of this course, the student will be able to:
1. Explain why health information management professionals must be knowledgeable about medico-legal issues.
2. Distinguish between confidential and non-confidential information within a health information system.
3. Describe general legal principles governing access to confidential health information in a variety of circumstances.
4. Distinguish valid request for access or release of health information.
5. Review basic federal and state court systems.
6. Describe the components of negligence, fraud, abuse, and compliance programs.
7. Distinguish between properly executed and incomplete authorizations and consents.
8. Identify major resources for locating information on laws, rules, regulations, and standards related to health information including the HIPAA Privacy Rule.
9. Explain and apply HIPAA rules in administrative simplification, transactions, and security.
10. Application of regulatory policies and procedures in the health information field.
11. Identify risks with regard to disclosure, storage, and retrieval of health information.
12. Discuss code of ethics among several health careers.
13. Apply ethical standards to case scenarios and discussions.
14. Review cases of fraud and abuse.
15. Explain advanced directives.
16. Differentiate between civil and criminal law.
17. Summarize the rights of patients and third parties to access medical records information, including sensitive information such as alcohol and drug abuse patient records and psychiatric records.
18. Review the Medical Staff appointment and credentialing liabilities for hospitals.
19. Differentiate between morals and ethics decision-making in healthcare.
20. Review ethical obligations as an HIM professional.

DOMAINS, SUBDOMAINS, AND TASK
III. Domain: Health Services Organization and Delivery
III.A. Subdomain: Health Delivery Systems
   III.A.1. Comply with accreditation, licensure, and certification standards from government (national, state, and local levels) and private organizations (such as Joint Commission on the Accreditation of healthcare Organizations)
III. B. Subdomain: Healthcare Compliance, Confidentiality, Ethical, Legal, and Privacy Issues
   III.B.1. Implement the legal and regulatory requirements related to health information.
III.B.2. Apply regulatory policies and procedures for access and disclosure of protected health information (PHI).

III.B.3. Maintain user access logs/system to track access to and disclosure of patient identifiable data.

III.B.4. Identify and report privacy issues/problems.

III.B.5. Demonstrate and promote legal and ethical standards of practice.

III.B.6. Report compliance issues according to organizational policy.

III.B.7. Collaborate with staff and prepare the organization for accreditation, licensing, and/or certification surveys.

III.B.8. Implement health record documentation guidelines and provide education to staff.

Accessing an Online Course.
Use the following to access course. Further information is available at www.midland.edu/blackboard

1. Using Mozilla Firefox or Netscape Navigator, access the Midland College Home page at www.midland.edu.

   Students can download Mozilla Firefox at www.mozilla.com. Problems have been encountered in the past with Internet Explorer and AOL browsers as these browsers are not compatible.

2. On the right side of the Midland College home page, click “Blackboard.”

3. Update your personal profile by clicking on “Edit Personal Profile”. Verify that your contact information is correct especially your web address and your address and phone number.

4. When the Blackboard page appears, you will need to login to the program. In order to login you must have a login name and password. Your login name will be the first letter of your first name plus the first 3 letters of your last name and the last three numbers of your social security number. For example: the login name for John Smith, social security number 101-000-1111, will be jsmi111. Your password will be your social security number using dashes. (101-00-1111)

5. After you have logged in, your home page will appear on the screen. On the right side of the page in the box titles “My Courses” double click on Legal and Ethical Aspects.

6. The course home page will appear. Areas you will want to check frequently are: Announcements, Course Documents, and Assignments, and Discussion Board.

7. Do not open exams until you are ready to take the test. Each student may access each exam only one time. Do not use the “Back” button or click onto another window while you are taking an exam or you will be removed from the exam. Proctoring may be required if student has opened exam without taking the test.

8. Academic Honesty: Students are expected to follow the Academic Honesty policy of Midland College. Using textbooks, assignments from other students, or assistance from others while taking exams is cheating. Any student cheating will be removed from the class, given an “F” and reported to the Registrar’s office. For more information, review the Student Conduct/Misconduct in the MC catalog at http://www.midland.edu/admissions/images/mc_catalog_2006-2007.pdf

9. In the tools section you can access your grades once they are submitted. Go to “Tools” then “Check Grades”. A red exclamation mark “!” signifies that an assignment or test has been properly submitted. Click on the test or assignment to see comments and feedback from the instructor.

10. When you have completed accessing the course page, click the logout icon at the top of the page.

Late Work:
There is no formal provision for make-up work or extra credit in this course. Late work is only accepted the day following the due date and will receive a 50% penalty. If a student is having difficulty locating an assignment or test, it is important to notify the instructor at that time, prior to expiration of the due date. It is imperative that students keep up and submit all assignment on or before the due date through Blackboard. Assignments will be removed one day following the due date, and students will not have assignment available to submit work for credit.

Please do not wait until the last minute to try to complete assignments. Computers and computer networks are not always reliable. If there is a circumstance when the Midland College server is down, the student will not be penalized for late work, however, technical difficulties from the students computer does not constitute an excuse for late work submission.
Computer System Requirements
Operating Systems, Software, and Hardware:
PC: Windows 98, 2000, XP, ME, or NT with Service Pack 3 or higher.
Macintosh: 8.6 or higher.
Minimum CPU:
PC. Pentium II 233+ MHz; 64+ MB RAM required.
Mac. Motorola 68040 (Power PC recommended).
Internet Connection: 56k or faster Internet connection, modem, DSL, or Cable connection.
Graphics card: 16 bit color and screen resolution of 800 x 600 or higher
Sound card and speakers (for some classes, check with Instructor.) CD-ROM drive.
Adobe Acrobat Reader 4.0 or higher software may be required for some courses
(this is a free download).
Monitor: 15” or larger color monitor.
ISP: Reliable Internet service provider.
Antivirus Software: Norton and McAfee are recommended.
Word processor: Microsoft Word (check with your instructor for allowable exceptions).

For Brower and plug-in information see “Technical Requirements” in the Course Document folder located in your Blackboard course. Students are expected to maintain a properly working computer that is available for coursework and participation. Computer problems are not an excuse for late work. Students having problems with Blackboard should notify the webmaster through the “Blackboard Help” portal at https://bb01.midland.edu/webapps/login/

Discussion board:
A) Questions about course or assignments: Questions should be posted on the discussion board. The posts will be answered daily except for weekends. This form of communication is important in online courses. This tool will help you stay “connected” to other classmates and it will help you ask those questions just as if you were in an actual classroom setting.

B) Discussion board assignments will also be used as a participation tool and your grade is based on participation/attendance and the content of the posts. Responses should reflect knowledge gained from readings and website research or personal experience. Posts/Responses and should be a minimum of 100 words. DO NOT COPY AND PASTE MATERIAL FOR YOUR RESPONSES. When posting a response to the discussion board about a topic, post your original response before reviewing other classmate’s postings. Then, read the other postings and respond to at least two other students for full credit for participation.

Attendance:
Because this is strictly an internet course, attendance will be substituted by participating on the discussion board. Absence from responding before deadline about course topic on the discussion board constitutes an “absence” in the course.

Email
Only when the content of the question is personal in nature should the instructor be emailed. When sending email, use the Course Name such as Legal in your subject line so that the instructor can identify the course being addressed in the email followed by the subject matter.
Example: To: mteel@midland.edu
From: Your web address
Subject: HIT1253 – Regarding _________________________

Also be sure to sign your name at the end of the email. Remember some email addresses give instructors absolutely no clue as to who sent it and many times instructors teach more than just one course.
Testing philosophy:
Students may politely challenge the instructor on questions they feel were poorly worded. If the instructor concedes the argument, scores will be adjusted for the entire class. Assignments consist of multiple formats including multiple choice, open-ended questions and some true/false. The final examination will be comprehensive over all the material presented during the course.

ADA statement:
Students who have a learning disability or need other accommodations should notify Dale Williams at dewilliams@midland.edu or contact Mr. Williams by phone at 432-685-5598 at the beginning or the course so that any accommodation arrangements can be made.

Evaluation of Students:
Grading criteria for HITT 1253:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board/Attendance</td>
<td>15%</td>
</tr>
<tr>
<td>Assignments/Quizzes</td>
<td>40%</td>
</tr>
<tr>
<td>Exams</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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SCANS Information:
Foundation
Basic Skills: reading; writing; arithmetic/mathematics; listening; speaking
Thinking Skills: creative thinking; decision making; problem solving; seeing things in the mind's eye; knowing how to learn; reasoning
Personal Qualities: responsibility; self-esteem; sociability; self-management; integrity/honesty

Workplace Competencies
Resources: time; money; material and facilities; human resources
Interpersonal: participates as a member of a team; teaches others new skills; serves clients/customers; exercises leadership; negotiates; works with diversity
Information: acquires and evaluates information; organizes and maintains information; interprets and communicates information; uses computers to process information
Systems: understands systems; monitors and corrects performance; improves or designs systems
Technology: selects technology; applies technologies to task; maintains and troubleshoots equipment

Safety Training Statement
Students will receive annual training in the following: blood and air borne pathogens, electrical safety, back safety, hazardous chemicals, latex allergies, fire and disaster procedures, security and personal safety procedures and safety requirements of clinical facilities. Students must maintain current CPR, immunizations, and health insurance during all clinical courses.

Instructor Information:
Name: Melinda Teel, RHIT, CCS
Office Location: Main Campus, Aaron Medical Science Building, Room A33.
E-Mail Address: mteel@midland.edu
Office Hours: Monday and Thursday 10:00 – 12:00 and 1:00 – 3:00 or online as posted on announcements through Skype.
Division Chairman and Division Secretary Names: Becky Hammack and Kay Floyd
Division Office Location and Telephone: 209 HS, 685-4600.

Students please NOTE the following:
*Discussion board forum is required on or before each due date listed.
*Check discussion board frequently as this is a part of your participation grade.
*Reading references are listed in each Topic for the Judson text.
*Complete the “Check your Understanding” in Johns to test your comprehension. The answers are located in the back of your text.

Assignments and due dates may change at the discretion of the instructor. Any changes will be posted on Announcements.
STUDENTS: The course material is set up in Topics, not chapters. Go to the Course Documents tab and look for the Topic to find all the requirements for that subject. If you have questions, submit them on Discussion Board. Each topic has reading assignments in the Judson text, so be sure to read these as well as any additional pages assigned in the Johns text.

### Course Schedule – Summer 2008:
#### Legal and Ethical Aspects of Health Information Management

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Topic or Exam</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>July 10th Thursday</td>
<td>Orientation</td>
<td>Read announcements and syllabus. Complete Introduction Lesson in Course Documents Complete Orientation and PreTest Complete Introduction in Discussion Board (DB)</td>
</tr>
<tr>
<td>July 14th Monday</td>
<td>Topic 1</td>
<td>Complete Topic 1 Lesson (found in Course Documents) SUBMIT Completed Chapter 1 Mixed Quiz and email results to <a href="mailto:mteel@midland.edu">mteel@midland.edu</a> (found in Course Documents)</td>
</tr>
<tr>
<td></td>
<td>Topic 4</td>
<td>Complete Topic 4 Lesson: Basic Law SUBMIT Complete Chapter 3 Mixed Quiz and email results to <a href="mailto:mteel@midland.edu">mteel@midland.edu</a>. Read Johns Ch 15: Pages 686 – 691 Law &amp; Liability Reminder DB – Case Study</td>
</tr>
<tr>
<td>July 18th</td>
<td>EXAM 1</td>
<td>Comprehensive Exam.</td>
</tr>
<tr>
<td>July 24th Thursday</td>
<td>Johns Ch 15 Topic 14</td>
<td>Complete Topic 14 Lesson: HIPAA Read Johns pages 700-721 HIPAA SUBMIT Complete Chapter 7 Mixed Quiz and email results to <a href="mailto:mteel@midland.edu">mteel@midland.edu</a>.</td>
</tr>
<tr>
<td>July 29th Tuesday</td>
<td>EXAM 2</td>
<td>Comprehensive Exam including HIPAA.</td>
</tr>
<tr>
<td>July 31st Thursday</td>
<td>Topic 3</td>
<td>Complete Topic 3 Lesson: Legal and Ethical Implication of Technology DB – TxHIMA resources</td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
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<tr>
<td>Aug 11th</td>
<td>DB: Review</td>
<td><strong>DB: Topic 11</strong></td>
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<tr>
<td>Aug 12th</td>
<td>Final Exam</td>
<td><strong>Comprehensive Exam covering all materials covered in the course.</strong></td>
</tr>
<tr>
<td>Aug 7th</td>
<td>Topic 8</td>
<td><strong>Complete Topic 8 Lesson: End of Life Measures</strong>&lt;br&gt;<strong>SUBMIT Advanced Directive Paper. See more information in Assignments tab.</strong></td>
</tr>
<tr>
<td>Aug 5th</td>
<td>EXAM 3</td>
<td><strong>Comprehensive Exam</strong></td>
</tr>
<tr>
<td></td>
<td>Johns Ch 15</td>
<td><strong>SUBMIT Chapter 15 – Johns: Discussion Questions, Application Exercises #2 and #3, and Quiz; complete on Word Document through Assignments tab.</strong></td>
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