For **Online** classes, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

**Course Description:**

This course covers the concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**Textbooks, References and Supplies:**


**Supplies for Virtual Office:** Headset with microphone. To use SKYPE, students need to purchase either a headset with microphone, or a separate microphone to add to your PC (the PC must also have speakers). Headsets can be purchased as most outlets stores that sell electronics. The headsets cost approximately $15.00 to $20.00 and the stand-alone microphones cost approximately $26.00. The LogiTech brand is recommended. Using this option, students will be able to speak to the instructor or other students (or anyone in the world) using SKYPE free of charge through the internet. Go to [www.SKYPE.com](http://www.skype.com) and download the program. (HITT courses have elected to use SKYPE as an additional communication option for students.) A preinstalled webcam and microphone on a laptop will also work. The Skype privacy policy can be found at: [http://www.skype.com/en/legal/privacy/](http://www.skype.com/en/legal/privacy/). Skype accessibility policy can be found at [https://support.skype.com/en/skype/windows-desktop/everythingelse/accessibility/](https://support.skype.com/en/skype/windows-desktop/everythingelse/accessibility/)

| Technical Skills Needed | The student will learn the Canvas Learning Management System. A basic knowledge of email is necessary, along with basic knowledge of Microsoft Office. This primarily includes Microsoft Word and Microsoft PowerPoint, or equivalent, the ability to create and submit files, and attach files into Canvas and emails. |

**Student Learning Outcomes:**

Upon completion of this course the student should 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.
21. List the purpose and liability related to incident reports.
22. Identify the reporting requirements of the Health Care Quality Improvement Act.
23. Trace the growth and development of risk management.
24. Describe the utilization review process.
25. Understand Texas Medical Record Laws and how they apply to HIM departments

CAHIM Domains and Subdomains

Domain II. Information Protection: Access Disclosure Archival Privacy and Security

Definition: Understand healthcare law (theory of all healthcare law to exclude application of law covered in Domain V); develop privacy, security, and confidentiality policies, procedures and infrastructure; educate staff on health information protection methods; risk assessment; access and disclosure management.

Subdomain II.A. Health Law

1. Apply healthcare legal terminology
   Healthcare legal terminology
2. Identify the use of legal documents
   Health information/record laws and regulations
   Consent for treatment, retention, privacy, patient rights, advocacy, health power of attorney, advance directives, DNR
3. Apply legal concepts and principles to the practice of HIM
   Maintain a legally defensible health record
   Subpoenas, depositions, court orders, warrants

Subdomain II.B. Data Privacy Confidentiality and Security

1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information
   Internal and external standards, regulations and initiatives
   State and federal privacy and security laws
   Patient verification
   Medical identity theft
   Data security concepts

Last Updated: 12/28/2016
Security processes and monitoring
2. Apply retention and destruction policies for health information
   Data storage and retrieval
   E-Discovery
   Information archival, data warehouses
3. Apply system security policies according to departmental and organizational data/information standards
   Security processes and policies
   Data/information standards

Subdomain II.C. Release of Information

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information
   Release patient specific data to authorized users
   Access and disclosure policies and procedures

Domain V. Compliance

Definition: COMPLIANCE activities and methods for all health information topics. For example, how to comply with HIPAA, Stark Laws, Fraud and Abuse, etc.; coding auditing; severity of illness; data analytics; fraud surveillance; clinical documentation improvement.

Subdomain V.A. Regulatory

1. Analyze policies and procedures to ensure organizational compliance with regulations and standards
   Internal and External standards regulations and initiatives
   HIPAA, ARRA, The Joint Commission, Quality Integrity Organizations, meaningful use
   Risk management and patient safety
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification
   Accreditation, licensure, certification
3. Adhere to the legal and regulatory requirements related to the health information management
   Legislative and regulatory processes
   Coding quality monitoring, compliance strategies, and reporting

Subdomain V.C. Fraud Surveillance

1. Identify potential abuse or fraudulent trends through data analysis
   False Claims Act
   Whistle blower, STARK, Anti Kickback, unbundling, upcoding
   Role of OIG, RAC
   Fraud/Abuse

Subdomain VI.H. Ethics

1. Comply with ethical standards of practice
Professional and practice-related ethical issues
AHIMA Code of Ethics

2. Evaluate the consequences of a breach of healthcare ethics
   Breach of healthcare ethics

Student Contributions, Responsibilities and Class Policies:

Accessing an Online Class: https://midland.instructure.com/login
1. When the Canvas page appears you will need to login into the program. In order to login you must have your midland college email address. It is your username. Your password is your student ID. You will change it after your first login.
2. 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 the course you want to view.
3. The course home page will appear. Areas you want to check frequently are: Announcements, Modules, and Assignments. Do not open exams until you are ready to take the test. You can access each exam only one time.
4. Click on your name in the upper right hand corner. In the right hand column, your email address is listed. If you would like to add more, click the +Add Email Address. Verify that your contact information is correct especially your web address, mailing address and phone number.
5. Click on the Grades tab to see your grades.
6. The privacy policy for Canvas LMS is available at: http://www.instructure.com/policies/privacy-policy. The accessibility policy for Canvas can be found at http://www.canvaslms.com/accessibility

Discussion Board (DB):

This is the online classroom. Students will respond to discussion questions, post weekly summaries, and communicate with your instructor in the discussion board. Questions about content and assignments should be posted on the discussion board under the “Questions for Instructor”. The posts will be answered daily. Please allow up to 24 hours for a response. Posts made after 4:00 p.m. on Friday or on the weekend may not be answered until after 8:00 a.m. Monday. This form of communication is important in online courses. This tool will help you stay “connected” to other classmates and it will help students to ask those questions just as if you were in an actual classroom setting. Discussion board will also be used as a participation tool and part of the semester grade is based on participation.

Inappropriate posts may be removed and any student abusing Discussion Board may be removed from that portion of the course (without the opportunity for credit).
<table>
<thead>
<tr>
<th>Points awarded</th>
<th>Excellent (80)</th>
<th>Satisfactory (70)</th>
<th>Requires further effort (60)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality of Information</strong></td>
<td>First posts displays a working knowledge and evidence that the material was read and understood and be 75-100 words in length. Student’s 2nd posts should convey an understanding of material and should encourage participation, clarification, or bring up new ideas about the topic. References, if used, clearly cited. Posting is original work by student.</td>
<td>Information clearly relates to the main topic. Clear connections to course materials are noted.</td>
<td>Information has little or nothing to do with the main topic or simply restates the main concepts. Summary or analysis is not provided.</td>
</tr>
<tr>
<td><strong>Points awarded</strong></td>
<td>(15)</td>
<td>(10)</td>
<td></td>
</tr>
<tr>
<td><strong>Participation</strong></td>
<td>The original and follow-up interactions to other students are posted by due dates.</td>
<td>Initial posting made by due date, but missing the minimum number of responses.</td>
<td>Postings late or missing.</td>
</tr>
<tr>
<td><strong>Points awarded</strong></td>
<td>(5)</td>
<td>(2.5)</td>
<td>(.5)</td>
</tr>
<tr>
<td><strong>Professionalism</strong></td>
<td>Professional vocabulary and writing style are used consistently throughout the discussion.</td>
<td>Professional vocabulary and writing style are used frequently throughout the discussion.</td>
<td>Professional vocabulary and writing style not used. Language is informal.</td>
</tr>
<tr>
<td></td>
<td>No grammatical/stylistic errors; including spelling.</td>
<td>Few grammatical/stylistic errors.</td>
<td>Grammatical/stylistic errors that interfere with content.</td>
</tr>
<tr>
<td><strong>Total points possible:</strong></td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: jJones@midland.edu
From: Your email address
Subject: HITT 1353 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.
Academic Honesty:

Students are expected to follow the Academic Honesty policy of Midland College. Using textbooks, assignments and other students, or assistance from others while taking an exam is cheating. Any student cheating will be removed from the class, given an “F”, and reported to the Registrar’s office. Plagiarism will not be tolerated. For more information, review the MC catalog online at:
http://catalog.midland.edu/content.php?catoid=5&navoid=550#academic_responsibilities

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. Many tests require students to use Respondus lock-down browser. URL link to the browser is provided in the Introductory Module of the course. The Respondus privacy policy can be found at: https://www.respondus.com/about/privacy.shtml

Attendance:

Because this is strictly an Internet course, attendance will be substituted by participating on the discussion board. Participation is part of your semester grade.

Students enrolling in online courses MUST log in and actively participate by completing academic assignments required by the instructor by the official Census Date of __________, which is included on the course calendar. Students who log in but do not actively participate in an academically-related activity will be removed as Never Attended and dropped from the course.

Withdrawal from Course:

It is the student’s responsibility to withdraw from any course following the Midland College withdrawal requirements. See Midland.edu. Students who do not comply with the requirements will receive an “F” (for credit students) or “U” (for CE Students) for the semester grade. College credit students in the 16 week class wanting to withdrawal must submit the form by __________, or a grade will be assigned for the course.

Limit to Repeat HIM Program Course:

The HIM program policy effective Fall 2014 states that students are allowed two attempts for any required HITT program course beginning Fall 2014. Students who fail the clinical course have only one additional opportunity to pass the course. If neither attempt has a passing grade, the student will be dismissed from the program. “Attempting a course” is defined as either 1) a failed grade or 2) a withdrawal (W).
**Computer Requirements:**

Students will need access to Microsoft Word and Excel for assignment submission. Students taking online courses are responsible to have access to a computer for submission of assignments and postings. For help and troubleshooting with Canvas, please click on the Help link on the [Canvas login page](#), or from any page within Canvas after you have logged in.

**Computer Downtime:**

This is an online course. Each student is required to have a functioning computer for the entirety of the semester. Having computer problems does not exempt students from completing work by the due date. If the Canvas system goes down or is unavailable, an announcement will be posted and the due date will be extended. If your computer goes down, find another computer to submit your homework/posts before the due date. It is strongly suggested that assignments are to be submitted early to avoid any technical difficulties.

**Submitting Assignments in Canvas:**

1. Use a Microsoft Word document format.
2. Save assignment in a Word 97-2003 or higher document file. You will find this on your computer under File, Save As, Save Type As (under the name of your document).
3. Each assignment should be submitted through Canvas as an attachment. If there is more than one task due with the assignment such as CH1A (Workbook 1-1, 1-3, and 1-4), all these tasks should be submitted in one word document. DO NOT send three different files.
4. Each assignment should have a header in the upper left hand corner of their page, in the header section, not the main body of their paper. It will include your name, date, course number, and assignment name. Failure to include this content will result in points deducted from your grade.

To save:
- Ch1_mthompson Chapter 1 by Melody Thompson (doc file)
- Ch2_jjohnson Chapter 2 by James Johnson (doc file)

**Assignment Header:**

| Your name | Example: John Doe |
| Date | 7-19-10 |
| Course | HITT 1253 |
| Assignment Name | WB: 5-1 |

**E-Mail:**

Individual email is discouraged when it involves course assignments and questions about the reading material. These should be posted on the discussion board under the thread “Questions for Instructor” so that the class may also receive the information since many questions posed to the instructor are commonly asked by more than one individual. In sharing responses with the class, there is equal opportunity (or equitable responses) to receive information from the instructor.

If, however, there is a need to send an email to the instructor, (due to a personal nature) include in the subject line the course number and the content of the question such as “HITT 1353
Question on Ch1 assignment”. It is also important that you sign your name at the end of the email since many emails give no indication of the author.

*Grading Policy:*

Work submitted during regular College hours will be returned within 48 hours of the due date (submission M-F 8:00 a.m. – 4:00 p.m.). Submissions occurring over the weekend, scheduled holidays or College breaks or at times when the instructor has posted an out-of-office notice allow for a longer return time (not to exceed 5 business days). There are rare occasions when the College’s computer system or learning management system (Canvas) goes down; please allow longer return times in these instances as well.

*Evaluation of Students:*

Students are allowed two opportunities to attempt any HITT course in the HIM program. After the second attempt, students will be dismissed from the program. The term “attempt” means a failed grade (a grade of D or F), or withdrawal “W” from the course before completion of the term.

Final grades are composed of:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>600</td>
</tr>
<tr>
<td>Assignments</td>
<td>610</td>
</tr>
<tr>
<td>Advance Directive Paper</td>
<td>100</td>
</tr>
<tr>
<td>Module Exams</td>
<td>450</td>
</tr>
<tr>
<td>Semester project</td>
<td>220</td>
</tr>
<tr>
<td>Final Exam</td>
<td>345</td>
</tr>
<tr>
<td>Total</td>
<td>2,325</td>
</tr>
</tbody>
</table>

*Course Schedule:*

The course schedule has due dates and each student is expected to submit assignments on or before midnight Central Standard Time (CST) of the due date. There is no formal provision for make-up work or extra credit in this course. *Work submitted after the due date will not be accepted. Once the assignment due date passes, assignments cannot be submitted.* A zero will be placed in the grade book for late assignments.

Please do not wait until the last minute to attempt assignments. Computers and computer networks have a bad habit of crashing at the very time you need them the most.

All Assignments are due on Thursdays and all exams are on Sunday/Monday. HIM Case Studies highlighted in orange are from the *Case Studies in Health Information Management* text.

Schedule is subject to change at the discretion of the instructor. Any changes will be posted in Announcements.
<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>READINGS</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Read syllabus and orientation. Familiarize yourself with the resources and materials.</td>
<td>Orientation Module: Pre Course Assessment, Syllabus Scavenger Hunt Quiz and Discussion Board Introduction (DB1: Introduce Yourself)</td>
</tr>
</tbody>
</table>
| Week 2   | **Module 1**  
Sayles Ch 8 | Sayles Ch 8 Questions  
**Case 4-32** |
| Week 3   | Sayles Ch 9 | Sayles Ch 9 Questions  
DB 2: |
|          | **Module 1 Test** | **Exam includes Ch. 8-9** |
| Week 4   | **Module 2**  
Ch. 4 | Ch 4 questions  
DB 3: Health records as evidence |
| Week 5   | Ch. 5 | Ch 5 Questions  
DB 3: Health records as evidence |
| Week 6   | Ch. 7 | Ch 7 questions  
Advance Directive paper |
|          | **Module 2 Test** | **Exam includes Ch. 4, 5, 7** |
| Week 7   | **Module 3**  
Ch 8 | Ch 8 questions  
**Case 4-5 and 4-6** |
| Week 8   | Ch. 9 | Ch 9 Questions  
DB #4: Breach |
| Week 9   | Ch. 10 | Ch 10 Questions  
Security Rule |
|          | **Module 3 Test** | **Exam includes Ch. 8-10**  
Groups announced for semester project |
| Week 10  | **Module 4**  
Sayles Ch 10 | Sayles Ch 10 Questions  
DB #5: Security breach |
| Week 11  | Ch. 12 | Ch 12 Questions  
**Case 4-21** |
| Week 12  | Ch. 15 | Ch 15 Questions |
| Week 14  | | Semester Project Due |
| Week 15  | | DB #6: Student Feedback  
Post Course Assessment |
| **Week 16** | **Final Exam** | **Comprehensive Exam**  
Will open at Noon on Sunday and close at midnight Monday |

**Americans with Disabilities (ADA):**

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or
accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

**Division Information:** Health Sciences Division

Division Dean: Carmen Edwards, DNP, MSN, RN, 209 DFHS Building, 432-686-4822
Interim Program Chair: Dr. Elizabeth Neichter, RHIA, CHTS-TR, 218 DFHS, 432-686-4800, Extension 2023
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