

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**  
**Summer 2015**

**Course:** HI 220 Health Information Law and Ethics

**Credit:** 4 Quarter Hours

**Method of Delivery:** Flex Learning

**Course Description:** This course is designed to provide general legal and ethical information for the employment in and delivery of health care in medical and dental offices, clinics, and emergency care facilities. The student will acquire a working knowledge of the laws and ethical issues relevant to careers in the health information management field. Legal topics include the legislative process, regulations related to healthcare payment systems, access and disclosure of protected health information, HIPAA, standards, regulations, and initiatives. The ethical implications of professional practice-related issues including living wills and advanced directives, among other ethical issues are the basis for discussion and case studies. Research is required.

**Prerequisite:** None

**Text(s) & Manual(s):**

1. Fundamentals of Law for Health Informatics and Information Management, Second Edition, Revised Reprint
2. Ethics Case Studies for Health Information Management

**Author(s):**

1. Brodnik, Melanie; McCain, Mary; Rinehart-Thompson, Laurie; Reynolds, Rebecca
2. Grebner, Leah

**Publisher(s):**

1. AHIMA
2. Delmar Cengage

**ISBN-13:**

1. 978-1584260738
2. 978-1418049300

**Topics:**

1. Introduction to the Fundamentals of Law for Health Informatics and Information Management
2. The Legal System in the United States
3. Civil Procedure
4. Evidence
5. Tort Law
6. Corporations, Contracts, and Antitrust Legal Issues
7. Consent to Treatment
8. The Legal Health Record: Maintenance, Content, Documentation and Disposition
9. The HIPAA Privacy Rule
10. The HIPAA Security Rule
11. Security Threats and Controls
12. Access, Use, and Disclosure/Release of Health Information
13. Required Reporting and Mandatory Disclosure Laws
14. Risk Management and Quality Improvement
15. Corporate Compliance
16. Medical Staff
17. Workplace Law

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**Learning Objectives:** Upon completion of this course, the student will be able to:

1. Explain the process of establishing new legislation.
2. Locate current and pending legislation related to health information technology.
3. Analyze situations in health information technology and determine the appropriate response according to HIPAA.
4. Determine appropriateness of release of health information for a variety of situations.
5. Identify HIPAA violations.
6. Apply HIPAA and other regulatory issues to electronic health records.
7. Apply knowledge of IRB requirements to health information related to research.

**AHIMA Entry-Level Curriculum Competencies:**

- II.A.1. Apply healthcare legal terminology
- II.A.2. Identify the use of legal documents
- II.A.3. Apply legal concepts and principles to the practice of HIM
- II.B.1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information
- II.B.2. Apply retention and destruction policies for health information
- II.B.3. Apply system security policies according to departmental and organizational data/information standards
- II.C.1. Apply policies and procedures surrounding issues of access and disclosure of protected health information
- III.E.1. Explain common research methodologies and why they are used in healthcare
- III.F.1. Explain usability and accessibility of health information by patients, including current trends and future challenges
- III.H.1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system
- V.A.3. Adhere to the legal and regulatory requirements related to the health information management
- VI.D.2. Interpret compliance with local, state, federal labor regulations
- VI.F.2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system
- VI.H.1. Comply with ethical standards of practice
- VI.H.2. Evaluate the consequences of a breach of healthcare ethics
- VI.H.3. Assess how cultural issues affect health, healthcare quality, cost, and HIM

**CAHIIM Knowledge Cluster Content:**

- I.A.10. Data monitoring and compliance reporting
- I.A.11. National Healthcare Information Infrastructure (NHII)
- I.B.2. Health record documentation requirements (such as accreditation, certification, licensure)
- I.B.3. Health record monitoring and compliance reporting
- I.D.5. Regulatory guidelines (such as LMRP, peer review organizations)
- I.D.7. Compliance strategies and reporting
- II.A.6. Institutional Review Board (IRB) processes
- II.A.7. National guidelines regarding human subjects' research
- II.A.8. Research protocol monitoring
- II.B.3. Regulatory quality monitoring requirements
- III.A.3. External standards, regulations, and initiatives (such as licensure, certification, accreditation, HIPAA)
- III.B.1. Legislative and regulatory processes
- III.B.2. Legal terminology
- III.B.3. Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy)
- III.B.4. Confidentiality, privacy, and security policies, procedures, and monitoring
- III.B.5. Release of information policies and procedures
- III.B.6. Professional and practice-related ethical issues

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**Midstate Grading scale:**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

**Midstate Plagiarism Policy:**

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college. (See the Midstate College catalog and/or Student Handbook for additional information.)

In courses containing writing assignments, the college promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success:**

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu) (email).

**Instructor:** Carol Fremaux, RHIA  
**Midstate email:** [csfremaux@midstate.edu](mailto:csfremaux@midstate.edu)

**Room/phone:** 236/692-4092  
**Office Hours:** Posted

**Policies and Procedures:**

1. This course is being administered as flex learning. Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or a combination of both. The schedule will state what day and time the classroom component will be, as it would be with a regular classroom course, while eLearning is available at all times. If you plan to attend in the classroom, please let the instructor know at least one day prior to the date of the classroom meeting time so that an adequate number of classroom materials can be printed.
2. All work is to be submitted on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material following the seven day grace period. **Late work will NOT be accepted without prior approval from the instructor.** This includes homework and quizzes.
3. If you attend the classroom component, you are expected to be on time. If you must arrive or leave during class, please let the instructor know ahead of time and enter or leave the classroom quietly to avoid disturbing others. You are not excused from class for any reason.
4. **Academic dishonesty is never tolerated and will be referred to the dean.**
5. Black ink must be used on all written assignments. Ragged edged paper is not acceptable for assignments. Work should be portfolio quality. **Case studies are expected to be typed.**
6. **If you are in the classroom, cell phone ringers must be silenced and absolutely no texting or taking calls will be allowed during class.**
7. The final exam **must** be completed. Failure to do so will result in failure of the course.
8. In order to maintain equal work in both online and classroom components of this course, **all** students, both classroom and eLearning, must complete weekly reflections. The weekly reflections must be submitted electronically since we are using Turnitin for detection of plagiarism.

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9. If you are attending the course via eLearning, discussion responses must be posted by Sunday night at the end of the week. In order to receive full credit for online discussion, you must also respond to at least one other student in a **meaningful** manner with either a value-added comment or an insightful question about the posting of your classmate. Students attending in the classroom must come prepared to discuss the assigned question and must actively participate in discussion in the classroom in order to receive full credit.
10. **Attendance is expected, not suggested.** Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 3 or more weeks of online classes.
11. Academic integrity is important at Midstate College, as stated in the catalog and student handbook. This not only includes prevention of cheating on exams and written research papers, but also discussion forum postings. **Discussion postings must be in your own words and references must be cited.**
12. The policy for eLearning is that course materials are available to students at noon each Monday and the students have until 7:59 a.m. Monday morning to complete the previous week's material. However, students are advised against waiting until the last minute or last day to submit their work for a variety of reasons. If you work on your eLearning course early in the week and experience computer problems, you have more time to find an alternate computer. Also, the discussion forums can be very beneficial learning tools in eLearning if utilized to their greatest potential. It is difficult to have an effective and meaningful "discussion" if nobody posts until the last minute.

**Examination Information:** A pretest is administered during Week 1. The pretest is for assessment purposes only to determine what the students' knowledge level is at the start of the quarter. The pretest is **not** included in the grade. There will be weekly quizzes and a final exam in Week 12. The final exam is comprehensive in nature.

**Methods of Evaluating Student Performance and Instructor's Grading Scale:** All assignments, projects, quizzes, assessment items, and the final examination must be completed. If all required elements are not done, the student will not pass this course. A course average of C or better is required to be considered passing for this course.

Discussions	20%
Weekly Reflections	20%
Assignments	25%
Professionalism	5%
<u>Quizzes &amp; Final Exam</u>	<u>30%</u>
<b>Total</b>	<b>100%</b>

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**HEALTH INFORMATION TECHNOLOGY/MEDICAL CODING**  
**PROFESSIONALISM COMPETENCY EVALUATION FORM**

<b>Category One – Attendance</b>													
The student must attend at least 75% of the classes in order to pass this category. This means for a course that meets twice a week, the student cannot be absent more than 6 classes, and courses that meet once a week the student cannot be absent for more than 3 classes. Tardiness or leaving early will result in reduction of credit for attendance for that day.													
P=Present A=Absent	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	
Course meeting twice a week	/	/	/	/	/	/	/	/	/	/	/	/	/
Course meeting once a week													
<b>TOTALS</b>	Total number of class sessions				Total number of sessions attended				Percent of class sessions attended				

<b>Category Two – Professional Behavior and Work Ethic</b>													
The student is expected to exhibit a professional work ethic that will be evaluated on the following: Students must earn 75% of available points in order to pass this category.													
<b>S = Satisfactory – 2 pts</b>	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	
<b>N = Needs Improvement - 1 pt</b>													
<b>U = Unsatisfactory – 0 pts</b>													
Exhibits professional written communication (i.e. presentation, language, grammar etc.) on all assignments submitted													
Provides instructor with all assignments as outlined in the course syllabus (i.e. meets due dates, make-ups turned in within a week, etc.)													
Adheres to specific course policies as outlined in the syllabus													
Projects professional behavior (i.e. self control, positive attitude, motivation, academic integrity)													
Exhibits professional communication at all times (respectful, tactful, etc.)													
Keeps cell phone ringer silenced and refrains from texting or taking phone calls during class (classroom only)													
<b>WEEKLY TOTALS</b>													
<b>TOTALS</b>	Total points available				Total points earned				Percent of points earned				

<b>Grading Summary</b>	
<p><b>Midterm:</b>  Points earned _____/Points available _____ x 100 = _____%</p> <p><b>Comments:</b>  _____</p>	<p><b>Final:</b>  Points earned _____/Points available _____ x 100 = _____%</p> <p><b>Comments:</b>  _____</p>

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<b>CLASSROOM DISCUSSION QUESTION GRADING GUIDELINES</b>	
Initial posting <ul style="list-style-type: none"> <li>• Answers minimal requirements of question without supporting evidence = 10 points</li> <li>• Minimal response with supporting evidence = 20 points</li> <li>• Complete response with supporting evidence = 40 points</li> </ul>	40 points
Response to a classmate <ul style="list-style-type: none"> <li>• Simple response lacking insight or adding value = 20 points</li> <li>• Insightful response adding value to the initial response = 40 points</li> </ul>	40 points
Correct spelling and grammar in postings for the week <ul style="list-style-type: none"> <li>• Professional and respectful response = 20 points</li> <li>• Unprofessional or disrespectful response = 0 points</li> </ul>	20 points
<b>Total points per weekly discussion</b>	<b>100 points</b>

<b>ELEARNING DISCUSSION QUESTION GRADING GUIDELINES</b>	
Initial posting <ul style="list-style-type: none"> <li>• Answers the minimal requirements of the question without supporting evidence = 10 point</li> <li>• Minimal posting with supporting evidence = 20 points</li> <li>• Complete posting with supporting evidence = 30 points</li> </ul>	30 points
Response to posting of a classmate <ul style="list-style-type: none"> <li>• Posting the minimal requirements without supporting evidence = 10 points</li> <li>• Minimal posting with supporting evidence = 20 points</li> <li>• Complete posting with supporting evidence = 30 points</li> </ul>	30 points
Correct spelling and grammar in postings for the week <ul style="list-style-type: none"> <li>• No spelling errors = 20 points</li> <li>• One or two spelling errors = 10 points</li> <li>• More than two spelling errors = 0 points</li> </ul>	20 points
Correct grammar in postings for the week <ul style="list-style-type: none"> <li>• No grammar errors = 20 points</li> <li>• One or two grammar errors = 10 points</li> </ul>	20 points
More than two spelling errors = 0 points	
<b>Total points per weekly discussion</b>	<b>100 points</b>

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<b>WEEKLY REFLECTION GRADING GUIDELINES</b>	
<ul style="list-style-type: none"> <li>• Two complete paragraphs with supporting evidence = 40 points</li> <li>• One paragraph with supporting evidence or two minimal paragraphs without supporting evidence = 20 points</li> <li>• Answers the minimal requirements of the question without supporting evidence = 10 points</li> <li>• No posting = no points</li> </ul>	40 points
Correct spelling in postings for the week <ul style="list-style-type: none"> <li>• No spelling errors = 30 points</li> <li>• 1 misspelled word = 20 points</li> <li>• 2-3 misspelled words = 10 point</li> <li>• More than 3 misspelled words = 0 points</li> </ul>	30 points
Correct grammar in postings for the week <ul style="list-style-type: none"> <li>• No grammar/mechanical errors = 30 points</li> <li>• 1 grammar/mechanical error = 20 points</li> <li>• 2-3 grammar/mechanical errors = 10 points</li> <li>• More than 3 misspelled words = 0 points</li> </ul>	30 points
<b>Total points per weekly discussion</b>	<b>100 points</b>

<b>WRITING ASSIGNMENT GRADING GUIDELINES</b>			
	<b>-20</b>	<b>-10</b>	<b>-0</b>
Introduction	Does not state objectives clearly	States objectives clearly, plus includes thesis statement	Also includes necessary info for reader's understanding of topic
Paragraph Development	Paragraphs are not well developed, not using minimum number of sentences nor complex sentences	Paragraphs are somewhat developed, using simple sentences, and with the minimum number of sentences	Paragraphs are fully developed, using multiple, complex and compound sentences
Content	Does not cover content appropriately	Major areas of content are included, but lacking sufficient detail	All pertinent content is covered
Mechanics	More than 3 errors	Between 1-3 errors	No errors
Spelling	More than 3 misspelled words	Between 1-3 misspelled words	No misspelled words

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Week	Chapter	Material Covered	Assignment Items	Participation	Case Studies
1 May 21	1 2	Introduction The Legal System	Chapter 1 Chapter 2 Case Study 1	5	10
2 May 28	3 4	Civil Procedure Evidence	Chapter 3 Chapter 4 Case Study 5	5	10
3 Jun 4	5	Tort Law	Chapter 5 Case Study 16	5	10
4 Jun 11	6 7	Corporations, Contracts Consent to Treatment	Chapter 6 Chapter 7 Case Study 6	5	N/A
5 Jun 18	8	The Legal Health Record	Chapter 8 Case Study 7	5	10
6 Jun 25	9	The HIPAA Privacy Rule	Chapter 9 Case Study 23	5	10
7 Jul 2	10	The HIPAA Security Rule	Chapter 10 Case Study 22	5	N/A
8 Jul 9	11 12	Security Threats Access, Requests	Chapter 11 Chapter 12 Case Studies 17 & 18	5	20
9 Jul 16	13 14	Required Reporting Risk Management	Chapter 13 Chapter 14 Case Study 28	5	10
10 Jul 23	15 16	Corporate Compliance Medical Staff	Chapter 15 Chapter 16 Case Studies 3 & 4	5	20
11 Jul 30	17	Workplace Law	Chapter 17 Case Study 19	5	N/A
12 Aug 6	N/A	Final Exam	Final Exam	5	N/A
<b>Category Total</b>				<b>60</b>	<b>100</b>

**Week One Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Describe the primary and secondary uses of health information.
2. Discuss the difference between a health record, a hybrid record, and an electronic health record.
3. Define privacy, confidentiality and security.
4. Discuss ownership of the health records and control over the use of the information within the health record.
5. Discuss the role and responsibilities of the custodian of health records and who may serve in the role of custodian.
6. Describe the role of professional code of ethics in protecting health information.
7. Differentiate between public law and private law.
8. Differentiate between criminal law and civil law.

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9. Name and give the examples of the four sources of law.
10. Compare the branches of government and the role that each plays.

**Assignments**

1. Complete the pretest.
2. **Read:** Chapter 1, pages 1-15 and Chapter 2, pages 17-29.
3. **Complete:** Case Study 1 on pages 1-3 in the supplemental text and answer discussion questions 1-5.
4. **Discussion Forum 1:** This post shall consist of two paragraphs. The first paragraph will simply be a brief introduction of you. Share why you selected this field of study. The second paragraph will discuss backup plans. Since this class has an eLearning option, it is important to have access to a reliable computer. What is your backup plan in the case that you experience computer or internet access problems? It is good to have more than one alternative in case you may need it.
5. **Discussion Forum 2:** How is security related to privacy and confidentiality?
6. **Research 1:** Locate the codes of ethical practice for one other professional group. Summarize your findings in one paragraph and cite the source.
7. **Research 2:** Locate a website for a statewide or local court system in the State of Illinois. Name the judges in that system and identify the court they serve. Summarize your findings in one paragraph and cite the source.
8. **Homework:** Answer the following questions:
  - a. What is meant by law?
  - b. What is health information and why is it important to protect it?
  - c. What term is used to define when a record is half paper and half electronic?
  - d. What is the difference between an electronic medical record and an electronic health record?
  - e. What is the difference between privacy and confidentiality?
  - f. Why are privacy and confidentiality of patient information so important?
  - g. Who owns the patient health record and who controls the use of the information within the record?
  - h. Describe the role of the custodian of health records and who serves in this role?
  - i. What source of law do you believe is the most important?
9. **Quiz:** Complete the Week 1 quiz over Chapters 1 and 2
10. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

**Week Two**

**Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Explain the role of civil procedure in the legal system.
2. Describe the parties in a lawsuit.
3. Describe the five methods of discovery.
4. Distinguish among discovery, discoverability, and admissibility.
5. Explain the difference between a court order and a subpoena.
6. Summarize the proper procedure for responding to a subpoena.
7. Explain the significance of health information as evidence.
8. Describe the significance of subpoenas to the litigation process.
9. Define and give examples of the three types of evidence.
10. Explain why health records generally constitute hearsay.
11. Explain the principle of patient-provider privilege.
12. Discuss legal protections applied to incident reports and peer review records

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**Assignments**

1. **Read:** Chapter 3, pages 31-51 and Chapter 4, pages 53-84.
2. **Complete:** Case Study 5 on pages 13-15 in the supplemental text and answer discussion questions 1-5.
3. **Discussion Forum:** Discuss two ways in which electronic records differ from paper records. How do these differences affect the evidentiary value of health records?
4. **Research:** Find a news story related to a recent trial. Was it a civil trial or a criminal trial? How long did the trial last? What was the outcome? Summarize your findings and cite the source
5. **Homework:** Answer the following questions
  - a. Discuss the differences between a subpoena and a court order.
  - b. List 5 types of questions that a custodian of records can answer at a deposition or trial.
  - c. Describe the differences between discoverability and admissibility.
  - d. Why was the business exception created to allow hearsay evidence to be admitted?
6. **Quiz:** Complete the Week 2 quiz over Chapters 3 and 4.
7. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

**Week Three**

**Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Define terms specific to tort law.
2. Discuss liability in torts as it relates to healthcare and health information.
3. Name the elements of negligence.
4. Discuss defamation, invasion of privacy, and breach of confidentiality.

**Assignments**

1. **Read:** Chapter 5, pages 85-117.
2. **Complete:** Case Study 16 on pages 51-53 in the supplemental text and answer discussion questions 1-10.
3. **Discussion Forum:** Do you think the concept of a statute of limitations should exist?
4. **Research:** Find a news story related to invasion of privacy or breach of confidentiality. Summarize your findings in one paragraph and cite the source.
5. **Homework:** Answer the following questions
  - a. What are the different types of torts?
  - b. What are the causes of action for improper disclosure of health information?
  - c. What is an immunity defense in regard to tort liability?
  - d. How do tort and contract law differ?
6. **Quiz:** Complete the Week 3 quiz over Chapter 5.
7. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

**Week Four**

**Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Analyze the key differences between a for-profit and not-for-profit corporation.
2. Describe the purpose and content of the bylaws of a typical healthcare organization.

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3. Describe the physician-patient relationship as a contract.
4. Distinguish between express and implied consent.
5. Identify the components of informed consent.
6. Define advance directive and distinguish between the various types of advance directives.
7. Discuss the consent rights and limitations of competent adults and incompetent adults.

**Assignments**

1. **Read:** Chapter 6, pages 119-135 and Chapter 7, pages 137-163
2. **Complete:** Case Study 6 on pages 16-19 in the supplemental text and answer discussion questions 1-6.
3. **Discussion Forum:** Discuss situations in which minors may be legally permitted to consent to their own medical treatment.
4. **Research:** Find a news story related to a breach of contract. Summarize your findings in one paragraph and cite the source.
5. **Homework:** Answer the following questions
  - a. Explain the differences between express and implied consent.
  - b. If you were undergoing an invasive procedure, what information would you want to know prior to giving your consent?
6. **Quiz:** Complete the Week 4 quiz over Chapters 6 and 7.
7. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

**Week Five**

**Objectives**

Upon completion of this week's assignments, the student will be able to:

1. List the multiple purposes of the health record.
2. Identify the major content areas of the health record.
3. Discuss the differences between the legal health record and the electronic health record.
4. Identify the elements that must be considered in determining health record retention periods.

**Assignments**

1. **Read:** Chapter 8, pages 165-199.
2. **Complete:** Case Study 7 on page 20-21 in the supplemental text and answer discussion questions 1-4.
3. **Discussion Forum:** Discuss at least 3 purposes of the health record and rank each purpose in terms of importance.
4. **Research:** Search for information related to auto-authentication exploring the pros and cons. Summarize your findings in one paragraph and cite the source.
5. **Homework:** Answer the following questions
  - a. Why is the identification of the patient and the patient's record so important to release of information and patient care?
  - b. What are some examples of poor documentation practices in patient records?
6. **Quiz:** Complete the Week 5 quiz over Chapter 8.
7. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

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**Summer 2015**

**Week Six**

**Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Describe the purpose and goals of the HIPAA Privacy Rule
2. Compare the scope of the HIPAA Privacy Rule to other laws relating to the privacy of health information.
3. Identify to whom and what the HIPAA privacy Rule applies.
4. Describe the various organization types governed by the HIPAA Privacy Rules

**Assignments**

1. **Read:** Chapter 9, pages 213-260.
2. **Complete:** Case Study 23 on pages 72-74 in the supplemental text and answer discussion questions 1-6.
3. **Discussion Forum:** Who would you include on a steering committee that is responsible for ongoing HIPAA privacy compliance and who should lead this committee?
4. **Research:** Find a news story related to a breach of the HIPAA Privacy Rule. Summarize your findings in one paragraph and cite the source.
5. **Homework:** Answer the following questions
  - a. What type of ongoing educational activities would you provide for the workforce of your department to facilitate compliance with the HIPAA privacy rule?
  - b. As the privacy officer for a covered entity, you are aware that protected health information has been accessed by an unauthorized user. What type of investigation will you conduct to determine whether it constitutes a break under HIPAA?
6. **Quiz:** Complete the Week 6 quiz over Chapter 9.
7. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

**Week Seven**

**Objectives**

Upon completion of this week's assignments, the student will be able to:

1. List the purpose and goals of the HIPAA Security Rule
2. Compare the HIPAA Security Rule with the HIPAA Privacy Rule
3. Identify entities covered by the HIPAA Security Rule
4. List penalties for noncompliance with the HIPAA Security Rule

**Assignments**

1. **Read:** Chapter 10, pages 271-288.
2. **Complete:** Case Study 22 on pages 69-71 in the supplemental text and answer discussion questions 1-6.
2. **Discussion Forum:** Why is knowledge of the HIPAA Security Rule important for HIM professionals?
3. **Research:** Find a new story related to a breach of the HIPAA Security Rule. Summarize your findings in one paragraph and cite the source.
4. **Homework:** Answer the following question
  - a. What are the essential parts of a successful HIPAA Security Compliance Program?
5. **Quiz:** Complete the Week 7 quiz over Chapter 10.
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

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**Week Eight**

**Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Identify potential internal and external security threats
2. Identify types of medical identity theft
1. Discuss the issues surrounding ownership of health information
2. Differentiate between access and disclosure right of competent and incompetent adult patients
3. Explain the various parental authorization requirements regarding minor patients
4. Discuss state laws and federal laws designed to protect sensitive health information related to behavioral healthcare, substance abuse, and HIV/AIDS and other communicable diseases

**Assignments**

1. **Read:** Chapter 11, pages 295-325 and Chapter 12, pages 327-369
2. **Complete:** Read case studies 17 and 18 on pages 54-59 in the supplemental text and answer discussion questions 1-6.
3. **Discussion Forum:** Describe the role of the HIM professional after medical identity theft has been discovered.
4. **Research:** Investigate health record copying charges for the State of Illinois. Review the charges for one surrounding state and discuss how the charges differ. Summarize your findings in one paragraph and cite the source.
5. **Homework:** Answer the following questions
  - a. Provide two examples each of internal and external security threats.
  - b. Who owns the patient's health record?
  - c. What are access and disclosure rights of competent and incompetent adults?
  - d. Who among the workforce in a healthcare setting may access protected health information?
6. **Quiz:** Complete the Week 8 quiz over Chapters 11 and 12.
7. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

**Week Nine**

**Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Describe the four elements of the HIPAA Privacy Rule that relate to required reporting laws
2. Discuss confidentiality issues for secondary data sources not covered by HIPAA
3. Define risk management and quality improvement
4. Distinguish between risk management and quality improvement processes

**Assignments**

1. **Read:** Chapter 13, pages 373-398 along with Chapter 14, page 399-428.
2. **Complete:** Case Study 28 on pages 88-90 in the supplemental text and answer discussion questions 1-8.
3. **Discussion Forum:** Why is there such an emphasis on patient safety in today's healthcare environment?
4. **Research:** Search information for the county in which you live to determine who serves as coroner and/or medical examiner and what qualifications they have. Summarize your findings in one paragraph and cite the source.
5. **Homework:** Answer the following questions
  - a. Do required reporting disclosures have to be included in the accounting of disclosures?
  - b. How is risk management related to the other components of quality?
6. **Quiz:** Complete the Week 9 quiz over Chapters 13 and 14.
7. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly

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Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

### **Week Ten**

#### **Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Differentiate between the concepts of fraud and abuse
2. Describe the importance of health record documentation that supports billing for services rendered
3. Discuss the relationship of a healthcare organization's governing board to its medical staff
4. Identify the various categories of medical staff membership
5. Identify activities that would be considered fraud and abuse
6. Describe the elements of a corporate compliance program

#### **Assignments**

1. **Read:** Chapter 15, pages 429-459 and Chapter 16, pages 461-473.
2. **Complete:** Case studies 3 and 4 on pages 7-12 in the supplemental text and answer discussion questions 1-6 for both.
3. **Discussion Forum:** Which high-risk area associated with fraudulent billings practices do you think is the most problematic?
4. **Research:** Review the following website regarding whistleblower laws.  
<http://whistleblowerlaws.com/protection.htm> What protections are offered for those who report fraudulent practices? Summarize your findings in one paragraph and cite the source.
5. **Homework:** Answer the following questions
  - a. Describe the role of the HIM professional in supporting an effective compliance program.
  - b. What impact do RAC programs have on corporate compliance programs?
  - c. Is a hospital required to have bylaws and if so who requires it?
  - d. What is the process for joining the medical staff?
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

### **Week Eleven**

#### **Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Identify the major laws related to discrimination in the work setting
2. Describe the components of the National Labor Relations Board
3. Identify the role and responsibilities of the Occupational Safety and Health Administration (OSHA)

#### **Assignments**

1. **Read:** Chapter 17, pages 475-488
2. **Complete:** Case Study 19 on pages 60-62 in the supplemental text and answer discussion questions 1-3.
3. **Discussion Forum:** Why should HIM professionals be aware of laws affecting the management of personnel?
4. **Homework:** Answer the following questions
  - a. What is the difference between exempt and nonexempt employees?
  - b. If you had a choice, how would you like to be classified and why?
5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection

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drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

**Week Twelve**  
**Assignments**

1. Complete the Final Examination
2. Complete the Course Evaluation
3. **Final Course Reflection:** Each student must submit a 2-3 paragraph report to the Final Course Reflection drop box. Please devote one paragraph each to two concepts that you found to be most personally important and/or valuable from this quarter. In the third paragraph, please share information regarding what you liked best about the course, what you liked least about the course and any comments or suggestions for improvement. The final course reflection is due by Sunday, Day 7 of this week.