

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

Fall 2018

Course: HI480 Current Issues in Health Information Management

Credit: 4 Quarter Hours

Method of Delivery: eLearning (E)

Course Description: This course explores recent and evolving issues impacting health information management professionals, including regulatory changes, career field trends, and associated change management techniques. Evaluation of the progression of the career field allows the students to create personal and occupational goals in order to best prepare for professional establishment and advancement.

Prerequisites: HI310 and HI320

Text(s) & Manual(s): None

ISBN: N/A

Author(s): N/A

Publisher: N/A

Materials needed for this course: AHIMA Membership to access Body of Knowledge

Additional Supplies:

Hardware/Software and Equipment:

Topics:

1. Importance of remaining current in Health Information Management
2. Legal and ethical issues
3. Privacy and security
4. Health Information Exchange
5. Clinical Documentation Improvement
6. Consumer Engagement and Personal Health Information
7. Information Governance
8. Data analytics
9. Evolving career options
10. Future trends
11. Planning for continuing education

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

1. Analyze the importance of professional development in the health information management career field.
2. Predict potential future trends in healthcare.
3. Develop a plan for professional development as a new health information management professional.
4. Analyze current issues in healthcare.

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Midstate Grading scale:

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

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals,

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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 and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Leah A. Grebner

Midstate email: lgrebner@midstate.edu

Room/phone: 234/309-692-4092

Office Hour(s): posted on website

Policies and Procedures:

1. 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.
2. Academic dishonesty is never tolerated and will be referred to the Dean and Student Success.
3. The final exam must be completed. Failure to do so will result in failure of the course.
4. 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.

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5. 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.
6. 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.
7. 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.
8. The policy for eLearning is that course materials are available to students at noon each Monday and that 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.

Participation Requirements: Students taking this eLearning course must participate by posting to each discussion forum at least twice each week, responding to discussion questions and actively participating with classmates.

Examination Information: Due to the nature of this course, there will be no exams in this course.

Methods of evaluating student performance: All assignments must be completed. A course average grade of C or better is required to be considered passing for this course.

Discussions	30%
Research papers	60%
<u>Reflections</u>	<u>10%</u>
Total	100%

Instructor's Grading Scale:

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

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WRITING ASSIGNMENT GRADING GUIDELINES			
	-20	-10	-0
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

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

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Course Outline

Week 1:

Topic: Importance of remaining current in Health Information Management

Objectives:

1. Analyze the importance of remaining current in the Health Information Management career field.
2. Justify the necessity of continuing education beyond the college degree.

Assignment: Write a research paper about the importance of remaining current in the Health Information Management Career field. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: The Commission on Certification for Health Informatics and Information Management (CCHIM) has identified domains for continuing education for Health Information Management professionals for credential maintenance. These domains are Technology, Management Development, Clinical Data Management, Performance Improvement, External Forces, Clinical Foundations, and Privacy and Security. Are there any other areas that you feel are significant that should be included as a separate category?

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 anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 2:

Topic: Legal and Ethical Issues

Objectives:

1. Analyze current legal and ethical issues that pertain to the Health Information Management career field.
2. Defend a position on a current bill for proposed legislation.

Assignment: Write a research paper about recent legal and ethical issues pertaining to the Health Information Management career field (note that privacy and security will be discussed next week). Be sure to address both current and proposed legislation. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: Using the AHIMA Advocacy Assistant, find a current bill that has been proposed and defend your position on that piece of proposed legislation.

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

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concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 3:

Topic: Privacy and Security

Objectives:

1. Analyze current privacy and security issues that pertain to the Health Information Management career field.
2. Critique how recent healthcare data breaches may have been avoided and how they were handled.

Assignment: Write a research paper about recent issues impacting privacy and security in Health Information Management. Be sure to address recent significant data breaches and how they may be prevented in the future. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: Read about healthcare data breaches for the current year. Critique how they may have been avoided and how they were handled.

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 anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 4:

Topic: Health Information Exchange

Objectives:

1. Analyze Health Information Exchange at the local, state, and national levels.
2. Debate

Assignment: Write a research paper about Health Information Exchange that evaluates local, state, and national endeavors. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: Debate the three types of HIE presented on the HealthIT.gov website, directed, query-based, and consumer-mediated. What are the pros and cons of each and what situations may be best for each?

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

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concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 5:

Topic: Clinical Documentation Improvement

Objectives:

1. Analyze clinical documentation improvement as it pertains to Health Information Management and other healthcare professionals.
2. Debate the use of Health Information Management professionals versus registered nurses in clinical documentation improvement activities in healthcare.

Assignment: Write a research paper about clinical documentation improvement issues in healthcare. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: Debate the use of Health Information Management professionals versus registered nurses for clinical documentation improvement activities in healthcare.

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 anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 6:

Topic: Consumer Engagement and Personal Health Information

Objectives:

1. Analyze consumer engagement and personal health information use in healthcare delivery.
2. Critique the use of patient-generated health data in provider-based health records.

Assignment: Write a research paper about consumer engagement in healthcare. Address the roles that Health Information Management professionals may play. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: Patient-generated health data may come from a variety of sources, including health history compiled by the patient, blood pressure readings, blood sugar measurements, biometric data, listing of symptoms, dietary tracking, and other data recorded by the patient. Discuss the value of patient-generated health information data in healthcare delivery. Should this information be incorporated into the electronic health

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record at the provider's office? Why or why not? What types of patient-generated health information should or should not be included?

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 anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 7:

Topic: Information Governance

Objective:

1. Analyze information governance in the Health Information Management career field.

Assignment: Write a research paper about information governance in Health Information Management. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: How does information governance look outside of HIM? What is the private sector doing?

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 anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 8:

Topic: Data Analytics

Objectives:

1. Determine the role of Health Information Management professionals in healthcare data analytics.

Assignment: Write a research paper about the use of data analytics in Health Information Management. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: Compare and contrast the current data sets used for data sets used for various healthcare settings (Inpatient/UHDDS, Ambulatory/UACDS, Skilled care/MDS, etc.).

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

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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 anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 9:

Topic: Evolving Career Options

Objectives:

1. Analyze evolving career options in the Health Information Management career field.
2. Critique various career options for Health Information Management Professionals.

Assignment: Write a research paper about evolving career options in Health Information Management. Be sure to include information about specialty training or additional education requirements. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: Explore the AHIMA Career Map. What career options look interesting to you? Why do those options interest you? What additional preparation might you need to pursue a career in those areas?

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 anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 10:

Topic: Future Trends

Objective:

1. Predict future trends in the Health Information Management career field.

Assignment: Write a research paper about what future trends you predict in the Health Information Management career field. Justify why you think these changes might happen based on recent trends in the career field. Include what additional education or training might be necessary for Health Information Management professionals or students. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: What do you predict will be a significant change in the Health Information Management career field and how might you prepare for it?

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

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concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 11:

Topic: Planning for Continuing Education

Objectives:

1. Analyze current legal and ethical issues that pertain to the Health Information Management career field.
2. Explore the various options for continuing education.

Assignment: Develop a plan for professional development as a new Health Information Management professional. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: Explore the various options for continuing education for credential maintenance at local, state, and national levels in the Health Information Management career field. Discuss how each of the options might best fit into your current or future work situation.

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 anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week 12:

Topic: Bringing it All Together

Objectives:

1. Analyze recent trends in the Health Information Management career field.
2. Formulate a plan for how Health Information Management professionals can prepare for upcoming changes in the career field.

Assignment: Write a research paper that analyzes recent trends discussed in this course. Formulate a plan for how Health Information Management professionals can best prepare for upcoming changes in the career field. The paper should be at least 3-4 pages in length. You should use at least five sources. Sources must be current (within the past five years). Cite your references using APA format.

Discussion: What are some of the possible threats facing the Health Information Management career field as you analyze recent trends?

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Weekly Reflection: Each student must submit a 2-3 paragraph report to the Final Weekly Reflection drop box. Please devote one paragraph each to two concepts that you found 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 weekly reflection is due by Monday at 8:00 AM.