

HINM154
Legal and Ethical Issues in Health Information Management
Syllabus – Fall 2018

INSTRUCTOR INFORMATION:

Professor: Tonya D. Powell, RHIT, CPHQ, CHDA, CCS, MSA

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Office Hours: Call for an appointment (Office hours are posted)

COURSE DESCRIPTION:

This is a course on the health record as a legal document. The student is introduced to the following: healthcare legal terminology, HIPAA (Health Information Portability and Accountability Act), legal requirements for health record documentation, legal and ethical issues pertaining to the contents of the health record, privacy, confidentiality and security, accreditation/regulatory requirements, risk management, physician credentialing and professional ethics. **PREREQUISITE(S):** Admission to the Health Information Management (HIM) or Coding Certificate Program. **Assessment Level(s):** [ENGL 101/ENGL 101A](#). Two hours lecture, one hour laboratory each week. 2 semester hours

COURSE FORMAT:

This course will be conducted entirely online. Active participation in the online activities and completion of all homework and online assignments is required in order to pass this course.

IMPORTANT: The laboratory component of this course is provided in HINM154L. Lab meeting dates can be found on the Course Schedule (last three pages of Syllabus).

STUDENT LEARNING OUTCOMES:

At the conclusion of this course, students will be able to:

- Identify a complete health record according to organizational policies, external regulations and standards.
- Apply healthcare legal terminology.
- Identify the use of legal documents.
- Apply legal concepts and principles to the practice of HIM.
- Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information.
- Apply retention and destruction policies for health information.
- Apply system security policies according to departmental and organizational data/information standards.
- Apply policies and procedures surrounding issues of access and disclosure of protected health information.
- Analyze policies and procedures to ensure organizational compliance with regulations and standards.

- Collaborate with staff in preparing the organization for accreditation, licensure and/or certification.
- Adhere to the legal and regulatory requirements related to health information management.
- Identify potential abuse or fraudulent trends through data analysis.

AHIMA DOMAINS, TASKS, AND SUBTASKS ADDRESSED IN THIS CLASS:

The following AHIMA entry-level competencies for health information management at the Associate degree level are assessed in this course:

Domain I. Data Content, Structure and Standards

Subdomain I.B. Health Record Content and Documentation

3. Identify a complete health record according to organizational policies, external regulations and standards

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

Subdomain II.A. Health Law

1. Apply healthcare legal terminology
2. Identify the use of legal documents
3. Apply legal concepts and principles to the practice of HIM

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
2. Apply retention and destruction policies for health information
3. Apply system security policies according to departmental and organizational data/information standards

Subdomain II.C. Release of Information

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information

Domain III. Informatics, Analytics and Data Use

Subdomain III.B. Information Management Strategic Planning

2. Utilize health information to support enterprise wide decision support for strategic planning

Subdomain III.H. Information Integrity and Data Quality

1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

Domain V. Compliance

Subdomain V.A. Regulatory

1. Analyze policies and procedures to ensure organizational compliance with regulations and standards
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification
3. Adhere to the legal and regulatory requirements related to health information management

Subdomain V.C. Fraud Surveillance

1. Identify potential abuse or fraudulent trends through data analysis

Domain VI. Leadership

Subdomain VI.H. Ethics

4. Create programs and policies that support a culture of diversity

REQUIRED MATERIALS:

- Sayles, Nanette; Gordon, Leslie. Health Information Technology: An Applied Approach, 5th Ed.
- **Access to EHR Go. Your access should be purchased as part of HINM144. YOU WILL USE THE SAME ACCESS FOR BOTH COURSES. You DO NOT have to purchase more than one subscription.**

HINM154 COURSE STRUCTURE AND INSTRUCTIONAL DELIVERY:

This online course is divided into three units (chapters) with weekly assignments. Each unit/chapter is comprised of four parts:

1. **Reading(s)** - Chapters 8, 9, & 16 - **Complete the reading assignments for each unit before working on the assignments. Students are encouraged to seek additional materials on the Internet or at a library.**
 2. **Assignment(s)** - Chapters 8, 9, & 16
 3. **Discussion Board Questions (total of 3)** – 1 question for Chapter 8; 1 question for Chapter 9; 1 question for Chapter 16
 4. **Exam(s)** – Chapters 8, 9, & 16
- **Course Project** – explained in detail in Blackboard

Students must complete all unit/chapter assignments, discussion board questions, chapter exams, course project, and a final course competency exam to receive a final grade in the course.

All content will be delivered via Blackboard and online Collaborate class meetings. Chapter exams are un-proctored and will be available in Blackboard.

- A final course competency exam will be administered at the end of the semester and will cover the learning objectives in HINM154.
- Chapter exams will be taken online (off campus). Chapter exams are timed and only available for a specified timeframe (see Course Schedule for exam dates).
- **The Final Competency Exam will be taken (on campus) in the Medical Learning Center (MLC).** An appointment must be made with the MLC in order to take the Final Competency Exam (see Course Schedule for exam dates).
- **In addition to a course grade of “C” (78%), students must pass the Final Course Competency Exam with a 78% or better to receive a passing grade in HINM154.**

HINM154 METHOD OF EVALUATION:

| Chapter | TOTAL POINTS POSSIBLE (for each chapter) |
|---------|--|
| | Assignment -50 points |
| | Discussion Board Questions - 50 points |
| | Exam – 100 points |

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|------------------------------|---|
| Chapter 8 | 200 |
| Chapter 9 | 200 |
| Chapter 16 | 200 |
| Course Project | 50 |
| Syllabus Quiz | 10 |
| Course Competency Final Exam | NO points toward final grade; must score 78% or better to pass course |
| TOTAL POINTS | 660 |

GRADING SCALE:

92-100% = A

84-91% = B

78-83% = C

65-77% = D

0-64% = F

FACULTY EXPECTATIONS AND COURSE POLICIES:

Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.

Communication

The accepted modes of communication with your Instructor are the Blackboard course email and your Montgomery College email accounts. It is important that you use these official email accounts to communicate with your Instructor. If you need to communicate with your instructor by phone, use the phone number indicated on the course syllabus. Instructors may also specify time limits for receiving phone calls. Emails will be answered within 24 hours on weekdays and 48 hours on weekends. General questions or personal concerns should be sent through Montgomery College email. Messages that relate to course content, assignment, exams, etc. should be sent through Course Mail for that Blackboard course.

Syllabus and Course Changes

The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. **The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as deemed necessary.**

Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

Attendance

The attendance policy published in the current Montgomery College catalog/Student Handbook is the policy for this class. Each student is expected to attend all classes. If

a student does not attend a scheduled class, it is his or her responsibility to obtain the material missed and make up the work.

Participation and Contribution Policy

Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course Instructor on the course start date. If the student does not submit assignments as directed, the Instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the Instructor.

Students are expected to regularly participate as directed by the Instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Discussion Board Participation

This class will be conducted in an atmosphere of mutual respect. Your active participation is encouraged in class discussions. Differing opinions are encouraged and welcomed. The orderly questioning of the ideas of others, including those of the Instructor, is similarly welcome. However, the Instructor will take the responsibility of managing the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions disrupts the atmosphere of mutual respect, you will not be allowed to continue participation in that discussion.

Discussion Board Expectations:

- Research on the discussion questions should be conducted beyond the textbook; with references cited properly (APA style is acceptable).
- The response should be a **minimum** of 2 paragraphs.
- The response should be thoughtful, in-depth, and written without grammatical or typographical errors.
- The response should contain original ideas and be written in your own words.
- While not mandatory, responses to classmates' posts are encouraged.

Submission of Course Work

It is the student's responsibility to manage course load and submit assignments in a timely fashion. A course schedule has been developed for this class, which should be used to assist you in managing your time and to help you stay aware of due dates and deadlines.

Assignments must be typewritten and submitted via the Assignment Submission box in Blackboard. Tests may NOT be repeated at the student's request to raise a grade.

IMPORTANT: LATE SUBMISSION POLICY

Out of fairness to learners who work hard to get high-quality work in on time despite all of their personal and professional life challenges, all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero.

While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your Instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.

Grade of Incomplete

A student who completes most of the assignments in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the Instructor to see if receiving an Incomplete (I) is warranted. If an Instructor grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

Withdrawal and Refund Policy

It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. To view specific drop deadlines, log into your MyMC account:

- 1) Click on "My Class Schedule" under Student Quick Links.
- 2) Select the current term.
- 3) Click on "View Drop Deadline Dates" at the bottom of the page.

Course Competency Examination or Final Project

The final project or examination is a measurement of your ability to grasp the concepts presented in this course. A student must receive a "C" (78%) or better in the course **AND** on the Final Course Competency Exam to successfully complete this course.

Technical Support

If a student is having difficulty navigating the course requirements within Blackboard after a thorough review of the course instructions, tutorials and practice assignments, it is the student's responsibility to seek out assistance via the various resources available through Montgomery College:

- Technical Support for Blackboard issues is available at the following website:
<https://help.edusupportcenter.com/shplite/montgomerycollege/home>
- Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at <http://cms.montgomerycollege.edu/itservicedesk/>
- One-on-one assistance with Blackboard functions (submitting assignments, etc.) is available from the [Medical Learning Center](#) in the Health Sciences Building on the Takoma Park Campus.
- Additional assistance for other course related issues (using Microsoft Word/Office, internet access, test-taking skills, general tutoring, etc.) are available at campus [WRLC \(Writing, Reading and Language Centers\)](#) and [Digital Learning Centers](#)
- Students can install Microsoft Office 365 applications on up to five devices and/or access the web version through MyMC.
<http://mcblogs.montgomerycollege.edu/itprojects/studentemailfaq/>
- Students are also responsible for meeting system requirements by using [Blackboard compatible browsers and operating systems](#), as well as appropriate word processing software. Assignments in formats other than Microsoft Word (.doc/.docx) or PDFs will not be accepted.

Your instructor reserves the right to deduct points or assign zero points for incorrectly submitted assignments.

Academic Integrity

Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

Access, Disability and Communication

Any student who needs an accommodation due to a disability should contact the Instructor. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R-CB122; or TP/SS-ST 122) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss

IMPORTANT STUDENT INFORMATION LINK:

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information.

The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>

Course Schedule – Fall 2018

| Week | Weekly Topic(s) | Reading Assignment(s) | Assignment(s)/Action Items |
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|------------------------------------|------------|-----------|--|
| Introductory Week (8/27-9/2/18) | Health Law | Chapter 8 | <ul style="list-style-type: none"> • Begin working on the “Real-World Case (8.1)” assignment. |
| 1 (9/3-9/9/18) | Health Law | Chapter 8 | <ul style="list-style-type: none"> • Complete and submit the “Real-World Case (8.1)” assignment. Submit the assignment by 11:59pm on Sunday, September 9th. • Attend the Collaborate <u>Online</u> Class Session on Thursday, September 6th from 6:00pm-8:30pm. |
| 2 (9/10-9/16/18) | Health Law | Chapter 8 | <ul style="list-style-type: none"> • Complete the Record Retention assignment. Submit the assignment by 11:59pm on Sunday, September 16th. |
| 3 (9/17-9/23/18) | Health Law | Chapter 8 | <ul style="list-style-type: none"> • Complete the Advance Directives assignment. Submit the assignment by 11:59pm on Sunday, September 23rd. • Attend the Collaborate <u>Online</u> Class Session on Thursday, September 20th from 6:00pm-8:30pm. |
| 4 (9/24-9/30/18) | Health Law | Chapter 8 | <ul style="list-style-type: none"> • Complete the Key Terms & Medical Licensing assignment. Submit the assignment by 11:59pm on Sunday, September 30th. • <i>Discussion Question for Chapter 8 is due 9/30/18 by 11:59pm.</i> |

| Week | Weekly Topic(s) | Reading Assignment(s) | Assignment(s)/Action Items |
|-----------------------|--------------------------------|-----------------------|--|
| 5 (10/1-10/7/18) | Data Privacy & Confidentiality | Chapter 9 | <ul style="list-style-type: none"> • Complete the EHR Go assignment. Submit the assignment by 11:59pm on Sunday, October 7th. • <i>Take the Chapter 8 Exam between 10/3-10/5/18.</i> • Attend the Collaborate <u>Online</u> Class Session on Thursday, October 4th from 6:00pm-8:30pm. |
| 6 (10/8-10/14/18) | Data Privacy & Confidentiality | Chapter 9 | <ul style="list-style-type: none"> • Complete the HIPAA Privacy assignment. Submit the assignment by 11:59pm on Sunday, October 14th. |
| 7 (10/15-10/21/18) | Data Privacy & Confidentiality | Chapter 9 | <ul style="list-style-type: none"> • Complete the HIPAA Compliance assignment. Submit the assignment by 11:59pm on Sunday, October 21st. • Attend the Collaborate <u>Online</u> Class Session on Thursday, October 18th from 6:00pm-8:30pm. |
| 8 (10/22-10/28/18) | Data Privacy & Confidentiality | Chapter 9 | <ul style="list-style-type: none"> • Complete the Real-World Case (9.1) assignment. Submit the assignment by 11:59pm on Sunday, October 28th. • <i>Discussion Question for Chapter 9 is due 10/28/18 by 11:59pm.</i> |
| 9 (10/29-11/4/18) | Fraud & Abuse Compliance | Chapter 16 | <ul style="list-style-type: none"> • Complete the Office of Inspector General assignment. Submit the assignment by 11:59pm on Sunday, November 4th. |

| Week | Weekly Topic(s) | Reading Assignment(s) | Assignment(s)/Action Items |
|------------------------|--------------------------|-----------------------|---|
| 10 (11/5-11/11/18) | Fraud & Abuse Compliance | Chapter 16 | <ul style="list-style-type: none"> • Complete the Compliance Program and Recovery Audit Contractor assignment. Submit the assignment by 11:59pm on Sunday, November 11th. • <i>Take the Chapter 9 Exam between 11/7-11/9/18.</i> • Attend the Collaborate Online Class Session on Thursday, November 8th from 6:00pm-8:30pm. |
| 11 (11/12-11/18/18) | Fraud & Abuse Compliance | Chapter 16 | <ul style="list-style-type: none"> • Complete the Fraud & Abuse Strategies and Key Terms assignment. Submit the assignment by 11:59pm on Sunday, November 18th. |
| 12 (11/19-11/25/18) | Fraud & Abuse Compliance | Chapter 16 | <ul style="list-style-type: none"> • Complete the Real-World Case (16.1) assignment. Submit the assignment by 11:59pm on Sunday, November 25th. • <i>Discussion Question for Chapter 16 is due 11/25/18 by 11:59pm.</i> |
| 13 (11/26-12/2/18) | <i>Course Project</i> | N/A | <ul style="list-style-type: none"> • Submit the Course Project by 11:59pm on Sunday, December 2nd. • Attend the Collaborate Online Class Session on Thursday, November 29th from 6:00pm-8:30pm. |
| 14 (12/3-12/9/18) | Chapter 16 Exam | N/A | <ul style="list-style-type: none"> • <i>Take the Chapter 16 Exam between 12/3-12/5/18.</i> |
| 15 (12/10-12/14/18) | <i>Competency Exam</i> | N/A | <ul style="list-style-type: none"> • Take the Competency Exam in the Medical Learning Center between 12/10-12/14/18. *Make sure you have an appointment! |

LAB DATES (Labs are held on Thursday's from 6:00-8:30pm on the dates listed below):

- 9/6/18
- 9/20/18
- 10/4/18
- 10/18/18
- 11/8/18
- 11/29/18

EXAMS:

- Exams are available only for the dates stated on this schedule.
- All exams close at 11:59pm on the designated date.
- After the deadline, the exam will not be available, and you will receive no credit for the test. There are no makeups on exams.

ASSIGNMENTS:

- Assignments must be submitted on or before the due date/time.
- All assignments are due at 11:59pm on the date indicated.
- All assignments must be submitted before the answer key (if applicable) is posted or no points will be assigned. The answer key will be posted three days after the assignment is due.
- **SEE LATE ASSIGNMENT POLICY IN SYLLABUS.**