COURSE SYLLABUS

Legal & Ethical Aspects of Health Information

HITT 1353
Number

2 - 1 - 3
Lecture - Lab - Credit

NONE
Prerequisite

This syllabus has been reviewed and is current on the date indicated.

Prepared By                        Date
__________________________________  ________________
Joni Wallace                      3/11/2015

Reviewed By

Reviewed By

__________________________________  ________________
Andy Weaver                        04/17/2015
Program Chair                     Date
I. Instructor Information

Name: Joni Wallace  Phone: 325-641-5956
Campus Office: BWD/RM 121  email: joni.wallace@tstc.edu
Office Hours: M/TH 9:00 – 3:00  Advisement Hours: By appointment only
Department Chair: Sarah Brooks  Chair email: sarah.brooks@tstc.edu

II. Class Times, Location
Web course on Moodle at http://mycourses.tstc.edu

III. Program Outcomes
• The Health Information Technology student will demonstrate competency in using practices that ensure health information is accurate and complete.
• The Health Information Technology student will display proficiency in the administration and the use of health information systems and software applications.
• The Health Information Technology student will demonstrate expertise in applying healthcare standards, concepts, and regulations in the delivery of healthcare.
• The Health Information Technology student will demonstrate knowledge of practices used in protecting and securing patient health information.
• The Health Information Technology student will display proficiency in the interpretation and use of clinical data and information.

IV. Course Description & Introduction
Concepts of privacy, security, confidentiality, ethics, healthcare legislation, and regulations relating to the maintenance and use of health information.

V. Learning Outcomes
The student will:
Apply local, state, and federal standards and regulations for the control and use of health information; demonstrate appropriate health information disclosure practices; and identify and discuss ethical issues in health care.
AHIMA’s Competencies

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

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

Subdomain II.B.: Data Privacy, Confidentiality Legal, and Ethical Issues
1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information
   • Internal and external standards, regulations and initiatives
     o State and federal privacy and security laws
   • Patient verification
     o Medical identity theft
   • Data security concepts
   • Security processes and monitoring
2. Apply system security policies according to departmental and organizational data/information standards.
   • Security processes and policies
     o Data/information standards

Subdomain II.C: Release of Information
1. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
   • Release patient specific data to authorized users
   • Access and disclosure policies and procedures

Domain V. Compliance
Definition: COMPLIANCE activities and methods for all health information topics. For example, how to comply with HIPAA, Stark Laws, Fraud and Abuse, etc.; coding auditing; severity of illness; data analytics; fraud surveillance; clinical documentation improvement.
Subdomain V.C Fraud Surveillance
1. Identify potential abuse or fraudulent trends through data analysis
   • False Claims Act
   • Fraud and abuse

Domain VI. Leadership
Definition: Leadership models, theories, and skills; critical thinking; change management; workflow analysis, design, tools and techniques; human resource management; training and development theory and process; strategic planning; financial management; ethics and project management

Subdomain VI.H. Ethics
1. Comply with ethical standards of practice
   • Professional and practice-related ethical issues
   • AHIMA Code of Ethics
2. Evaluate the consequences of a breach of healthcare ethics
   • Breach of healthcare ethics
3. Assess how cultural issues affect health, healthcare quality, cost, and HIM
   • Cultural competence

Assessment Methods & Grading Policy
All assignments and final exam are expected to be submitted on time. Any work submitted in after the designated date/time will be late and will not be accepted and will result in a “Zero” for that coursework.

This course grade is determined by module assignments and final examination. The weighted grading will be as follows:

Grading: Final grade will be determined based on the following grade percentages:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>30%</th>
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<tbody>
<tr>
<td>Questionnaires</td>
<td>20%</td>
</tr>
<tr>
<td>Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Assessments</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Grade</td>
<td>Percent</td>
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<td>-------</td>
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</tr>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>Below 60</td>
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<tr>
<td>IP</td>
<td>--</td>
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<tr>
<td>W</td>
<td>--</td>
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<tr>
<td>CR</td>
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<tr>
<td>AUD</td>
<td>--</td>
</tr>
</tbody>
</table>

**NO EXTRA CREDIT IS GIVEN**

**Late work:** It is extremely important that students keep up with their work in an on-line class. If you get behind, it can be very difficult to catch up. No “late work” will be accepted, NO EXCEPTIONS. **Late work** is work that is missing due to a time management or work habits issue. Students will receive a grade of 0 for any assignments not completed by the due date.

**Make-up work:** Make-up work is a possibility for students who communicate with their instructor PRIOR TO THE ASSIGNMENT DUE DATE. Students who experience a severe illness or family emergency may qualify to make-up work. A due date for make-up work will be established on a case-by-case basis. Students who do not notify the instructor of their circumstances prior to the due date WILL NOT be permitted to make-up assignments. Students who are unable to complete assignments due to technical difficulties (computer issues, loss of internet) will NOT be permitted to make-up work. Students are encouraged to complete work prior to the due date in order to avoid last-minute issues.

The student must pass this course with a “C” or better.

**VIII. Textbook/Reference Materials**
- Fundamentals of Law for Health Informatics and Information Management. ISBN# 978-1-58426-073-8
- Health Information Management Technology: An applied approach (student should already have) ISBN# 978-1-58426-352-4

**IX. Additional Resources & Supplies**
- Laptop or Desktop computer with high speed Internet access (Provided by Student)
- 2007 Microsoft Word, Excel, Adobe Reader, and Power point (Provided by Student)

**X. Class Participation Policy & Student Conduct**
- Students are expected to log-in to the course site (https://mycourses.tstc.edu/) and monitor their email on a regular basis. If at all possible, these tasks should be completed daily.
Students must communicate any difficulties, questions, or problems to their instructor in a timely manner.

Students are expected to interact with the instructor and other students in a professional manner.

All work turned in must be your own. Any work turned in represented as yours that is not will be considered plagiarism. The punishment for plagiarism will be removal from the course with a grade of F and possible removal from the program and/or college. Cutting and pasting information from a website or other source is NOT acceptable and will be treated as plagiarism.

Please see the Health Information Technology Student Handbook for additional information and requirements.

**Three Before Me:**
The HIT faculty encourages students to problem-solve, work as a team, and utilize available resources. In order to develop these skills, we will employ the “Three Before Me” process. Put simply, this means that before you approach the instructor with a course-related question, you have tried to find the information in three other places. For example, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places before asking the instructor. You might do a Google search for the term, ask a classmate, and refer to your text book. Instructors will ask you what research methods you have used to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:

- preparation for the workforce
- increased research skills
- instructors will have more time to provide feedback and interact with students

If you have a question that ONLY the instructor would know the answer to (grade-related, assessments, etc.), then of course you would go to the instructor directly. This process will require practice and patience from both the student and the instructor. We look forward to supporting you and watching you learn.

**XI. Safety**

- Campus building occupants are required to evacuate buildings when a fire alarm activates. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy while receiving instructions. The nearest exit door may not be the door you used when entering the building.
- Students requiring evacuation assistance should inform the instructor during the first week of class.
- In the event of evacuation, follow the faculty’s or class instructor’s instructions.
- **Do Not** re-enter a building unless given instructions by the Fire Department, Campus/Local Police, or Fire Prevention Services.
XII. Special Needs
If you have a documented disability that will impact your work in this class, please contact the ADA Coordinator, so that appropriate arrangements for your accommodations can be made. The counselor on your campus can assist you in this process. In accordance with the federal law, a student requesting accommodations must provide documentation of his/her disability to the ADA Coordinator. For more information call (325) 236-8292 or email amy.freeman@tstc.edu.

XIII. Course Schedule (Subject to change)

Week 1/2: Module 1
A. Read Chapters 1, 2, and 3 in your textbook
B. Assignment
C. Discussion 1
D. Questionnaire 1

Week 3/4: Module 2
A. Read Chapters 4 and 5 in your textbook
B. Assignment
C. Discussion 2
D. Questionnaire 2
E. Assessment over chapters 1 – 5

Week 5/6: Module 3
A. Read Chapters 6 and 7 in your textbook
B. Assignment
C. Questionnaire 3
D. Discussion 3

Week 7/8: Module 4
A. Read Chapters 8, 9, and 10 in your textbook
B. Assignment
C. Questionnaire 4
D. Discussion 4
E. Assessment over Chapters 6 - 10

Week 9/10: Module 5
A. Read Chapters 11, 12, and 13 in your textbook
B. Assignment
C. Discussion 5
D. Questionnaire 5
E. Assessment over Chapters 11 - 13

Week 11/12: Module 6
A. Read Chapters 14 and 15 in your textbook
B. Assignments
C. Discussion 6
D. Questionnaire 6

Week 13/14: Module 7
A. Read Chapters 16 and 17 in your textbook
B. Assignment
C. Discussion 7
D. Questionnaire 7
D. Assessment Chapters 14 - 17

Week 15: Module 8
A. Final Exam

Syllabus may be subject to change.
## Education

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Degree Earned</th>
<th>Date Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas State Technical College</td>
<td>Associate in Applied Science</td>
<td>August 2005</td>
</tr>
</tbody>
</table>

## Certifications

<table>
<thead>
<tr>
<th>Name of Certification</th>
<th>Date Expires</th>
<th>Date Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Health Information Technician, RHIT</td>
<td>March 2016</td>
<td>March 2009</td>
</tr>
<tr>
<td>American Board of Optometry, ABO</td>
<td>December 2017</td>
<td>October 2002</td>
</tr>
</tbody>
</table>

## Industry, Teaching or Training, and Other (Examples: publications and memberships)

### Experience Relevant To Course

<table>
<thead>
<tr>
<th>Description of Experience Related To Course</th>
<th>Date Ended</th>
<th>Date Began</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lone Star Optical</strong> (CRB Medical Assoc)- Office manager: ordered supplies, billed insurance company’s which included Medicare and Medicaid using CMA codes and guidelines for eyewear. Practiced privacy, confidentiality, and security of all patient information as set forth by HIPAA. Assisted patients with their glasses; maintained electronic record system. All eyeglass entries were done electronic as was each patient record; assisted patient with questions on insurance Explanation of Benefits (EOB). Maintained the books at the end of the day for check out. Received my certification credential as an Optician while working with Dr.Boren. It is still a current certification.</td>
<td>December 2002</td>
<td>December 2001</td>
</tr>
<tr>
<td><strong>CRB Medical Assoc.</strong> - Medical records clerk for three in house doctors: Ophthalmology, Neurology and Otorhinolaryngology (ENT). Maintained and filed medical records. Worked front window assisting patients filling out the demographic paperwork needed for their appointments. Called in orders for lab work and set up appointments for MRI's, CT's, NCV's etc. Called in prescriptions to pharmacies and documented it in patient records. Assisted patient's with insurance questions such as Explanation of Benefits (EOB). Did release of information to patients and other medical and law facilities according to the rules and regulations set by HIPAA. Assisted patient with insurance questions. Protected and secured patient information ; determined validity of authorization for release of information; determined what information should be released; oversaw record processing for chart completion; assemble medical records; analyze charts for deficiencies; alphanumeric filing; monitored transcription for all three physicians; assisted coder prn; Data quality: made sure of accuracy, consistency, accessibility and timeliness of medical records. Practiced privacy, confidentiality, and security of all patient information as set forth by HIPAA.</td>
<td>December 2001</td>
<td>June 2000</td>
</tr>
</tbody>
</table>
### Texas State Optical - Office Manager
- Billed insurance and Medicare and Medicaid by using designated codes and guidelines set by CMA.
- Hired and trained new employees, made schedules, maintained and filed medical records.
- Released prescription according to rules and regulations set by HIPAA.
- Practiced privacy, confidentiality, and security of all patient information as set forth by HIPAA.
- Assisted patient's with insurance questions.
- Alphabetic filing; record storage and retrieval.
- Assisted patient's with their glasses and contact lenses.
- Maintained the books at the end of the day for check out.

| May 2000 | April 1983 |

### Texas State Technical College – HIT Instructor
- Started out as HIT Lab Assistant in August of 2005.
- Helped the students with their assignments and assisted in the computers in healthcare class.
- Advised the students on what classes to take at registration time as well as register them.
- In February 2008 I accepted the position of HIT instructor for the Brownwood campus.
- My instructor profession consists of advising students, registering students, tutoring students when needed, making sure the students have all the material needed for their classes, and grading the student’s assignments.
- I also build classes in Moodle and maintain and update classes throughout every semester as well as updating syllabi.

| Current Position | August 2005 |

### American Health Information Management Association (AHIMA)
- Expires March 2016

### Texas Health Information Management Association (TXHIMA)
- Expires March 2016
Student Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course [HITT 1353]. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

__________________________________  ______________________________
Student Printed Name    Signature

_______________________________
Date