



Course: HIM 1213 Legal Aspects of Health Information

Section/Course Code: WEB - 5737/MHW - 5694

Semester: Spring, 2014

Course Meets On: Online with mandatory virtual orientation

**Course Time: Adobe Connect sessions will be selected
Mondays at 9:30 a.m. – 10:20 a.m. CT**

Course Location: Online

**Instructor: Nanette Sayles, EdD, RHIA, CCS, CHPS, CPHIMS,
FAHIMA**

Office: Virtual

Office Hours by Phone:

Monday: 11:30 to 1:30 p.m. (CT)

Tuesday: 8:00 a.m. – 10:00 a.m. (CT)

Wednesday: 5:00 p.m. – 8:00 p.m. (CT)

Thursday: 5:00 p.m. – 8:00 p.m. (CT)

Additional office hours can also be scheduled by appointment

Phone: 478-955-9238

***Disclaimer: SYLLABI MAY BE MODIFIED AT ANY TIME
WITHOUT PRIOR NOTICE***

Course Description

A course that covers laws, regulations and standards affecting the management of healthcare; management of the content of the health record; data accuracy, security, privacy and confidentiality issues. The course includes an in-depth study of the Health Insurance Portability and Accountability Act (HIPAA).

Course Prerequisites

Pre- or co-requisite HIM 1003

Required Textbook & Course Materials (available in the bookstore)

Legal and Ethical Aspects of Health Information Management. McWay, D. 3rd edition. Delmar Learning. ISBN 978-1-43548-330-9

Health Information Management Technology: An Applied Approach. Sayles, N., 4th edition. 2013. AHIMA Press. ISBN 978-1-58426-352-4

Case Studies in Health Information Management. McCuen, Sayles and Schnering, 2nd edition. 2014. Cengage Learning. ISBN 978-1-13360-268-2

Technology

This course is taught through the Moodle course management system. To be successful, students need to utilize the following technologies:

1. High speed Internet access
2. Microsoft Word
3. Flash drive designated for HIM*
4. Adobe Reader (free download from <http://www.adobe.com/downloads/>)
5. Adobe Connect (through Internet link)
6. AHIMA Virtual Lab (through Internet link)
7. Webcam (for Adobe Connect)
8. Computer microphone headset (for Adobe Connect)
9. Microsoft Excel (optional for use with grade spreadsheet)

*Students will use the flash drive to store examples of work and a copy of the syllabus for future use.

If for some unforeseen circumstance the Moodle system should not be functioning or available please look for a message on the East Central homepage. If you do not see a message please call the ECC IT Helpdesk at (636) 584-6738 or the Moodle Helpdesk at (636) 584-6609 for assistance. If Moodle should go offline for a period of time there will

be a message from your instructor in an email outside of Moodle or in the resource block of the course detailing modifications to the current assignment or schedule which will allow students additional time to complete work.

The best way to communicate with your instructor is through the Moodle course. If you send your instructor an email and you haven't heard back from her within two days assume the instructor did not receive the email. Please call her at the phone number at the top of this syllabus.

Competencies and Objectives

Course Objectives (Student Learning Outcomes)

Upon successful completion of HIM 1213, the student will be able to:

1. Identify the owner of a medical record
2. Identify those aspects of regulatory compliance that directly affect the health care delivery system in the U.S.
3. Discuss basic legal principles
4. Determine who has legitimate access to patient information
5. Identify procedures necessary for release of information from the medical record
6. Discuss the importance of medical record credibility
7. Follow an acceptable method for making corrections to a medical record
8. Explain subpoena, court orders, affidavits, and court proceedings
9. Apply privacy requirements
10. Explain the need for patient confidentiality

East Central College- Common Learning Objectives:

This course does not satisfy East Central College's Common Learning Objective.

General Education Information

This course does not meet East Central College's general education requirements.

Notice of Non-Discrimination

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries/concerns regarding [civil rights compliance](#) as it relates to student programs and services may be directed to the Vice President of Student Development, 131 Administration Building, 1964 Prairie Dell Road, Union, MO 63084, (636) 584-6565 or stnotice@eastcentral.edu.

Tobacco Free

As of January 2013, ECC is completely tobacco free.

Classroom & Online Conduct and Behavior

Student conduct in any classroom, laboratory or studio should adhere to the East Central College Student Conduct Policy and the Academic Honor Code. Classroom misconduct which may lead to your removal from class includes, but is not limited to, forgery or misrepresentation of class attendance, obstruction, disruption or interruption of teaching, failure to turn off cell phone which disrupts teaching, playing games or otherwise misusing a laptop or desktop computer during class time, any physical abuse or safety threat directed toward faculty, staff or other students, theft, property damage, disruptive, lewd or obscene conduct, abuse or misuse of computer time, repeated failure to attend class as required, repeated failure to participate or respond in class as required and any flagrant or disrespectful actions or words directed to the faculty or other students.

Faculty may request your removal from class for any such misconduct or excessive absences. The instructor may then report a grade of record for such class as indicated within the course syllabus; the grade of record for the course is at the sole discretion of the faculty member. East Central College supports intellectual inquiry and diversity and respects the rights to students to academic freedom. Students with concerns regarding the quality of instruction in this course may direct those concerns to the appropriate division chair, Mary Beth Huxel, or the Vice President of Instruction or the Vice President of Student Development. Further, all students may use the electronic course and faculty evaluation tools to submit an evaluation of this instructor and this course.

Classroom Conduct: You are in college. You will be treated and respected as an adult. Because of the nature of discussion involved in this class, it is imperative that we respect each other's opinions and values. During virtual courses "raise your hand" and wait to be called upon to make comments and do not interrupt or talk over someone who is speaking. In a virtual class, such as this, speaking out without being called on can be very distracting. For the sake of everyone, do not make a practice of speaking out without permission. To do so constitutes a discipline problem. Discipline problems are not tolerated. Any discipline problem will be dealt with swiftly and permanently by removing the student from the class. This statement is your notice of expectations on this topic. There will be no additional reminders or warnings.

Online Conduct: Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred face to face in the classroom. The instructor reserves the right to determine what qualifies as discriminatory, derogatory or inappropriate. If you have concerns

about something that has been said, please contact your instructor (privately) immediately.

Class Format – Online via Moodle with Adobe Connect Sessions

Students will be expected to attend all Adobe Connect sessions and complete all assignments, tests, and the final exam. Note that a test may be given at any time, with no prior notice, at the instructor's discretion. **Homework assignments, tests, exams or any other graded course work may not be made up.**

Students who attend are unable to attend the live session of Adobe Connect can listen to the recording of the session AND take a short quiz over the content of the session in order to earn the Adobe Connect points. The quiz must be completed by 11:55 p.m. two days after the Adobe Connect session. Students who attend the live session do not have to take the short quiz.

It is the student's responsibility to complete tests and in-class assignments. Students should complete work early in case of technical difficulties so that time is available to work out the problem.

Classroom guidelines are published on the Moodle website. Students are expected to abide by the guidelines set forth in this document. This document includes a number of topics including Netiquette, expectations for discussion questions, expected turnaround times and much more.

With the exception of the first week, all work is due at 11:55 p.m. on Mondays. Please see the calendar at the end of this document for the schedule. Approximate dates of tests are indicated on the attached calendar schedule; the exact date of comprehensive final exam will be announced in class. A comprehensive final exam will be given according to the college's published final exam schedule.

Tests are closed book therefore you cannot reference any resource including textbook, Internet, another student, HIM professional, or any other resource.

Course Outline

Please see calendar at the end of this document.

Method of Student Evaluation

A student's grade will be determined based strictly on points earned through the course of the semester.

The student learning outcomes will be measured by the instructor. A student's final course grade will be determined according to the following breakdown and scale:

- 5 Tests X 100 = 500
- 12 assignments X 50 = 600
- 1 Project X 100 = 100
- 1 Comprehensive final exam X 100 = 100
- 15 Weekly discussion board postings X 10 = 150
- 1 Introduction discussion X 10 = 10
- 5 Adobe Connect sessions X 20 = 100
- 1 Orientation quiz X 40 = 40
- 1 Pre-test X 10 = 10
- 1 Post-test X 10 = 10
- 1 Mandatory phone call X 10 = 10

Total Possible Points for HIM 1213 - WEB Online: 1630

Grading is based on points earned during the semester:

- 1467 points – 1630 points = A
- 1304 points – 1466 points = B
- 1141 points – 1303 points = C (Must have a minimum grade of “C” to pass this course)
- 978 points – 1140 points = D (Repeat the Course)
- 977 points and below = F (Repeat the Course)

NOTE This scale may change over the course of the semester based on additional assignments or point adjustments.

Late Work Policy:

All students are responsible for completing all reading and writing assignments by the assigned due dates. With Internet access for submitting assignments, there is no excuse for late work. Late work will not be accepted and missed tests, exams, homework, and discussions cannot be made up.

Attendance

ECC is an attendance taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record.

The instructor will take action as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

For a student to be considered attending the following conditions must be met:

- A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
- A student cannot be absent for the equivalent (intermittent, nonconsecutive absences) of two weeks of class meeting time (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
- A student cannot exceed the absences permitted under a more restrictive and specific course attendance policy, discussed below.

Attendance Policy: Attendance is required for successful completion of the course. Students are expected to log into the class a minimum of three times a week to complete assignments, take tests, and contribute to classroom discussions. In order to maintain academic quality:

- Students are responsible for the material covered in Moodle, tests, and the assigned homework
- Students must log into Adobe Connect on time and should not leave the virtual class early – either may result in being considered absent.
- Adobe Connect attendance will be recorded. Do not log in for another student or ask another student to log in for you. To do so can result in removal from the course and a grade of “F” at the instructor’s discretion.
- If a student misses logging in class ten days, the instructor **may** drop that student from the course. If you decide not to complete the course you need to officially withdraw. Failure to do so will result in a semester grade of “F”. This is an online class that will hold Adobe Connect sessions and a mandatory orientation. Five Adobe Connect sessions will be held.

Class Participation:

The evaluation of the student’s participation will be made using the following criteria:

- Active participation in class through discussions and email to faculty.
- The accuracy of statements made, as well as their relevance to the topics under discussion.
- The interest in class as shown by logging in and participation in online discussions.
- The willingness to listen to opinions and views that differ from one’s own and the willingness to change views when one’s own has been found faulty.

Other Policies:

The student must complete each assignment prior to due dates (deadlines to meet the objectives of each lesson. At the college level, a minimum of two hours of study is

strongly recommended for each hour of class. Should there be any question regarding the content of the lesson, the student should exhaust all sources of information to gain the answer or solution.

If you begin to experience difficulty with this course, please contact the instructor immediately. I will attempt to help you succeed. I can guide you, but I need to know that you need help. You will be your own best resource for success. The amount of time invested in study in this course will be returned in satisfaction of a job well done. Please do not hesitate to call or email me if I can be of any assistance. You are encouraged to make appointments to meet virtually (phone or Adobe Connect) during my posted office hours.

Online Learning Agreement

All students are expected to comply with the [ECC Online Learning Agreement](#) which can be found in the Student Resources section on the login page of Moodle

Academic Honesty and Plagiarism Policy

All students are expected to follow the Student Academic Handbook. The student academic handbook can be found at:

<http://www.eastcentral.edu/common/assets/StudentHandbook.pdf>

Academic honesty includes the following:

- Documenting all proprietary information that is received from outside sources, including books, articles, web sites, lectures, interviews, television, radio, etc.
- Putting quotation marks around the words that were written or spoken by someone other than oneself.
- Applying this standard to all assignments (papers, take home exams, presentations, etc.).

Plagiarism:

To present someone else's work or ideas as one's own is plagiarism. A student commits plagiarism by:

- copying, word for word, someone else's writing without putting that passage in quotation marks and identifying the source.
- taking someone else's writing, changing some of the words, and not identifying the source;
- taking someone else's ideas or organization of ideas, putting them into his/her own words and not identifying the source;

- having someone else change the student's writing—a tutor, friend, or relative, for instance—and creating the impression that this is the student's own work; or
- purchasing or downloading papers or passages from the Web.

An instance of plagiarism may result in a grade of "0" for the assignment, a grade of "F" in the course and removal from the program. Electronic means of monitoring for plagiarism may be used. If you are unclear on how to write a paper or what constitutes plagiarism, contact the Learning Center for assistance.

Academic Dishonesty:

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given in your student handbook. You may also access the college's policy on academic dishonesty online at the college website www.eastcentral.edu. College faculty can provide additional information, particularly as it relates to a specific course, laboratory, or assignment.

Early Alert

East Central College has an Early Alert Referral System (EARS), which instructors may use to identify and report students who might be at risk of failing or doing poorly in a course for a variety of reasons – poor attendance, lack of participation, refusal to purchase required course materials, failure to complete assignments, lower than expected grades on tests and assignments, etc. Any questions about EARS may be directed to Ryan Crider, Developmental Studies Coordinator, at 636-584-6547 or recrider@eastcentral.edu

Learning Centers

Need help? Visit the Learning Center. For hours or additional information, contact the site nearest you:

Union: 636-584-6688 or email: general_tutoring@eastcentral.edu

Southwest Area Center (Sullivan): 573-468-8287, ext. 14

Rolla: 573-458-0165 or email: rollacampus@eastcentral.edu

Access Services for Students with a Disability:

If you have a health condition or other disability, which may require an accommodation in order for you to effectively participate in class, please make an appointment with the Access Counselor by contacting the Counseling and Career Services department secretary; located at Buescher Hall Office 153, phone (636) 584-6576 or TDD (636) 583-4851.

Course Work Calendar

This may be revised as the semester progresses – check this site at least weekly.
The Adobe Connect sessions are subject to change.

Mandatory Orientation on Moodle.

<i>Week/Due Date</i>	<i>Topic/Assignments</i>	<i>Due</i>
January 13 (deferred due date January 16 unless otherwise specified)	Orientation on Moodle Chapter 1 Workings of the American Legal System (McWay) Federal Register Moodle	Introduction Discussion Discussion A Pre-test Orientation Quiz Adobe Connect session 1: 9:30 a.m. – 10:20 a.m. CT on January 13
January 20	Martin Luther King, Jr. Holiday	None
January 27	Chapter 13 Legal Issues in Health Information (Sayles) pages 771-791, 832-839 Chapter 2 Court Systems and Legal Procedures (McWay) Moodle	Discussion B Assignment: Case 4-18 Monitoring Regulations Affecting Healthcare (Federal Register) Mandatory phone call
February 3	Chapter 3 Judicial Process of Health Information (McWay) Moodle	Discussion C Assignment: Case 4-32 Validate Subpoenas for Release of Information Test 1 over McWay chapters 1 and 2 as well as Sayles chapter 13 (available February 1 from 9:00 a.m. to February 3 at 11:55 p.m. CT)
February 10	Chapter 4 Principles of Liability (McWay) Moodle	Discussion D Adobe Connect session 2: 9:30 a.m. – 10:20 a.m. CT
February 17	Chapter 5 Ethical Standards (McWay)	Discussion E

	<p>Chapter 6 Ethical Decisions and Challenges (McWay)</p> <p>AHIMA Code of Ethics</p> <p>Moodle</p>	
February 24	<p>Chapter 7 Bioethical Issues (McWay)</p> <p>Chapter 12 Ethical Issues in Health Information Management (Sayles)</p> <p>Moodle</p>	<p>Discussion F</p> <p>Test 2 over McWay chapters 3, 4, 5, and 6. (available February 22 from 9:00 a.m. to February 24 at 11:55 p.m. CT)</p> <p>Mandatory phone call 2</p> <p>Assignment: Bioethics</p>
March 3*	<p>Chapter 8 Patient Record Requirements (McWay)</p> <p>Moodle</p>	<p>Discussion G</p> <p>Assignment: Case 4-39 American Health Information Management Association (AHIMA) Code of Ethics</p> <p>Assignment: Retention and Destruction Plan</p>
March 10	<p>Chapter 10 Access to Health Information (McWay)</p> <p>Moodle</p>	<p>Discussion H</p> <p>Assignment: Case 4-27 Processing a Request for Health Information from a Patient</p> <p>Assignment: Case 4-28 Processing a Request for Certified Copy of Health Information</p> <p>Assignment: Case 4-22 Authorization for Release of Information (ROI)</p>

		<p>Assignment: Case 4-23 Processing a Request for Release of Information (ROI)</p> <p>Adobe Connect session 3: 9:30 a.m. – 10:20 a.m. CT</p>
March 17	<p>Chapter 9 Confidentiality and Informed Consent (McWay)</p> <p>Chapter 13 Legal Issues in Health Information (Sayles) pages 791-832</p> <p>Moodle</p>	<p>Discussion I</p> <p>Assignment: Case 4-30 Valid Authorization for Request for Release of Information (ROI)</p> <p>Assignment: Case 4-2 Accounting for Disclosure of Protected health Information (PHI) under the Health Insurance Portability and Accountability Act</p> <p>Assignment: Case 4-5 Institutional Process for Patient Request to Amend Record</p> <p>Test 3 over McWay chapters 7, 8, and 10, and Sayles chapter 12 (available March 15 from 9:00 a.m. to March 17 at 11:55 p.m. CT)</p>
March 24	Spring Break	None
March 31	<p>Chapter 9 Confidentiality and Informed Consent (McWay)</p> <p>Chapter 13 Legal Issues in Health Information (Sayles) pages 791-832</p> <p>Moodle</p>	<p>Discussion J</p> <p>Assignment: Case 4-7 Investigating Privacy Violations</p> <p>Assignment: Virtual lab Healthport</p>
April 7	Chapter 11 Specialized Patient Records (McWay)	Discussion K

	Moodle	Adobe Connect session 4: 9:30 a.m. – 10:20 a.m. CT
April 14	Chapter 12 Risk Management, Quality Management, and Utilization Management (McWay)	Discussion L Test 4 over McWay chapters 9, and 11, and Sayles chapter 13. (available April 12 from 9:00 a.m. to April 14 at 11:55 p.m. CT)
April 21	Chapter 13 Information Systems (McWay) Missouri Laws Moodle	Discussion M Adobe Connect session 5: 9:30 a.m. – 10:20 a.m. CT Assignment: Case 4-24 Reporting Communicable Diseases
April 28	Chapter 14 Health-Care Fraud and Abuse (McWay) Moodle	Discussion N
May 5	Study for final exam Moodle	Discussion O Test 5 over McWay chapters 12, 13, 14, 15, and Missouri Laws (available May 3 from 9:00 a.m. to May 5 at 11:55 p.m. CT)
May 12	Final exam will be open from Saturday May 10 at 9:00 a.m. through Monday, May 12 at 11:55 p.m.	Comprehensive final exam Post-test

*Midterm

Project, assignment, and discussion requirements and instructions will be posted on the Moodle Course Site.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.