

**Houston Community College System  
Health Information Technology  
Program  
HITT 1253 - Legal and Ethical Aspects of Health Information  
Spring 2018/Distance Education/RT/6182  
CRN: 54705**

**Syllabus is subject to change at the discretion of the instructor.**

**COURSE DESCRIPTION**

Concepts of confidentiality, ethics, healthcare legislation, and regulations relating to the maintenance and use of health information.

**INSTRUCTOR**

Carolyn Stariha, MS, RHIA

Office: 713-718-7349

Suite 533, Room 532 (5<sup>th</sup> floor)-Coleman College

Office Hours: Monday and Thursday-2:00pm-4:30pm. Student conferences by appointment.

**HITT 1253 is a distance education class but the class will meet for the Midterm Exam, Final Exam, and Group Presentations on Thursdays at 4:30pm at the Coleman College. The GoToMeetings will be on Thursdays at 6:30pm-7:30pm. The gotomeeting to discuss the syllabus will be on Thursday-January 18<sup>th</sup> at 6:30pm-7:30pm. Everyone needs to be in attendance.**

Gotomeeting log-in:

<https://attendee.gototraining.com/r/6017487888795058178>

**TEXTBOOKS**

- Medical Law and Ethics, 5e by Fremgen, 3.1 for Houston Community College: ISBN: Medical Law and Ethics Custom Package for Houston Community College, 132377985X
- Health Information Management Technology, 5th edition – Author: Nanette Sayles
- Health Information: Management of a Strategic Resource, 5<sup>th</sup> ed. - Authors: Abdelhak, Grostick, Hankens, & Jacobs

**COURSE OBJECTIVES** (ref: AHIMA Domains)

- 3.a1 Interpret and apply laws and accreditation, licensure and certification standards, monitor changes and communicate information-related changes to other people in the facility.
- 3.b1 Release patient specific data to authorized users.
- 3.b2 Request patient specific information from other sources.

- 3.b3 Summarize patient encounter data for release to authorized users.
- 3.b4 Maintain and enforce patient health record confidentiality requirements.

### **COURSE GOALS**

1. Describe the organization of the court system.
2. Identify laws and regulations pertinent to the health information professional.
3. Define and discuss the confidentiality of health information and the security of the health information.
4. Develop goals and objectives for computerized health information.
5. Develop policies and procedures for the release of information.
6. Identify ownership of health information.
7. Explain proper medical records documentation techniques.
8. Demonstrate the functions of the health information professional in court.

### **SCANS COMPETENCIES (\*U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills)**

1. C5 Acquires and evaluates information, C15 Understanding systems, F1 Reading.
2. C5 Acquires and evaluates information, C8 Uses computers to process information.
3. C6 Organizes and maintains information, F8 Decision making.
4. C18 Selects technology, C19 Applies technology to task.
5. F1 Reading, F2 Writing, F7 Creative thinking, F8 Decision making, C12 Exercises Leadership.
6. F9 Problem solving, F8 Decision making.
7. C10 Teaches others.
8. C9 Participates as a member of a team, C10 Teaches others, F7 Creative thinking.

### **COURSE REQUIREMENTS**

1. Review and read assignments prior to class.
2. Complete assignments on dates assigned.
3. Answer objectives in writing prior to class.

### **ATTENDANCE POLICY**

All students need to send an email (in Canvas) to their instructor informing her of any problems or questions. Students absent for more than three class sessions can be administratively dropped from the course without notification. Exceptions to this policy will be up to the discretion of the instructor. Attendance will be checked daily by the instructor. The instructor is required to report all absences for all students receiving financial aid (grants, VA, social security, etc.)

**It is the student's responsibility to officially withdrawal from a class.**

## **EQUAL EDUCATIONAL & EMPLOYMENT OPPORTUNITY**

HCCS seeks to provide equal education opportunities without regard to race, color, religion, national origin, sex, age or handicap.

### **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

*Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity.*

*Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:*

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

#### **Campus Carry:**

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

### **Important dates:**

**Classes begin-January 16, 2018**

**President's Day-February 19, 2018**

**Spring Break-March 12-18, 2018**

**HIP Week Celebration-March 21, 2018**

**Good Friday (Spring Holiday)-March 30, 2018**

**Last Day to drop-April 3, 2018**

**Semester Ends-May 13, 2018**

### **GRADING POLICY**

Individual Projects (3 of them) 6%  
 Group Project (Part 1 & 2) 6%`  
 Course Connect Exercises including (Discussions) 4%  
 Video Assignments 3%  
 Journal Assignment 3%  
 HIP Week Celebration 1%  
 Tests (Including Midterm) 27%

Final 50%

### **GRADING SCALE**

90 – 100	A
80 – 89	B
75 – 79	C
74 and below	F (no Ds will be given)

There will be no makeup exams given for the Midterm and Final Exam. The Midterm and Final Exam will be taken at the Coleman College on Thursdays from 4:30pm-7:30pm. There will be no review of exams. Instructor will provide the most missed questions. Students late for the exam will be allowed to take the exam with the remaining scheduled time. The percentage of each activity will weight in the final grade regardless if the student participated in the activity or test. Also, all assignments are due on the dates assigned. **No late assignments will be accepted. Please do not ask.** All students will be placed in a group. Students will need to contact each other and make plans to meet to complete the group assignment. **Students will be tested weekly over assigned readings.**

### **ABILITY CHALLENGED STUDENTS**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact Donna Price at 713-718-5165. Also visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

### **COURSE CONNECT ASSIGNMENT:**

The Course Assignments are purchased with the text book. Students need to fully answer all of the questions. Assignments needs to be turned in on the assigned due date. Absolutely no late homework will be accepted. Do not email your assignments because they will not be graded. Course Assignments need to be typed and have a coversheet and work cited page. All references must to be cited according to APA guidelines.

### **VIDEO ASSIGNMENTS:**

Student will be assigned four (4) videos to review throughout the semester. The student will review the video and critique the video. Also, the student will need to answer questions regarding the video assignment. The video may have an exam which will replace the questions.

## **PROJECTS**

### **INDIVIDUAL PROJECTS**

1. Student will develop a Release of Information Log and Report on Activities and Work Accomplished by a Correspondence Clerk. Student needs no less than ten (10) entries in the ROI Log. Submit assignment via Canvas Online. (Worth 2 % of grade).
2. Student will write a policy and procedure on the proper way to release health information. (Worth 2% of grade)
3. Student will be given 3 scenarios and they will need to be able to explain the proper way to maintain confidentiality. (Worth 2% of grade)

## **GROUP PROJECTS**

1. In your assigned groups, prepare the following assignments and present to class on the due dates:
  - a. Informed Consent/Laws and Regulations regarding Health Records (EHR) (Group 1)
  - b. Faxing Confidential Information/HIPAA (EHR) (Group 2)
  - c. Release of Health Records/Medical Records Documentation (EHR) (Group 3)
  - d. Subpoena Duces Tecum/Medical Records in Court (EHR) (Group 4)

Students need to research the above topic and present a 10-20 minute lecture. The report needs to be 5 to 7 pages in length. The group needs at least 5 references with only 2 from the internet. Be sure references are documented according to APA guidelines. All presentations need two (2) visual aid such as examples of documents, posters, etc. Students will not be allowed to use a powerpoint to present their presentation. This is a group project and all students must present information in the lecture and provide information for the report. **The week prior to your presentations, give students an additional reading assignment (other lecture than textbooks).** You must also prepare a quiz to test students understanding of the lecture material and review answers with class. The quiz needs to have ten (10) questions. Provide your students with a grade for the quiz.  
(3% of grade)

2. On assigned project date, present the following (approximately 10 - 20 minutes in length):

**Group 1** Utilizing a medium of your choice (poster board, presentation software, handouts) prepare a list of Dos and Don'ts in order to assure confidentiality of patient information. Subsequent to reviewing with list with the class, present a skit on the exchange of health care information. Have class to determine whether or not the skit demonstrated a breach of confidentiality. Be sure to include information on an electronic health record.

Prepare and present a display discussing the responsibilities of the health information professional in regards to the Patient Self-Determination Act. Utilizing a medium or your choice (poster board, presentation software, handouts) devise a release of information form; review form with the class.

**Group 2** Pretend the class is a group of first year medical residents. Prepare a short presentation on the documentation of progress notes, history & physical reports and discharge summaries. Be sure you provide examples of good documentation practices.

Yesterday your hospital was informed of a breach of confidentiality within the health information department and among other departments. The medical record management staff must develop a plan in which to deal with this situation to ensure that appropriate action has been taken. You are the privacy

officer and must head on this situation immediately. What are you going to do? Utilizing a poster board or another medium, list the steps your management team developed and followed to secure the electronic health records. Also, develop a policy on confidentiality of health information.

**Group 3** Divide your group into two halves. Debate the release of information concerns of computerized health information versus traditional medical record keeping. Next, provide information on how confidentiality can be maintained in an electronic form.

Pretend the group is in court for a law suit. Prepare a skit on a court case. The case needs to be a civil suit about health care.

**Group 4** Pretend you are presenting HIPAA guidelines to new hospital employees. Prepare a short presentation on the importance of the HIM's department and how it affects the hospital, patient, and hospital departments.

Do two skits-The first skit will show violations of confidentiality and HIPAA. The second skit will show the appropriate way in which to handle confidential medical record information. (Worth 3 % of grade)

### **JOURNAL ASSIGNMENT:**

Students are to prepare at least a two (2) page, doubled spaced typed journal summary. One of the following Health Information Journals must be utilized "The American Health Information Management Association Journal, Advance, or For the Record." **A copy of the article must be attached to the summary.** The student must include a Cover Sheet & a Works Cited Page. References need to be cited according to APA guidelines. The article needs to address the EHR and legal issues related to the EHR. Students will need to explain what they learned in the video and answer the questions listed on the assignment. **Submit assignment via Canvas online.**

### **Cover Sheet:**

**All assignments must have a coversheet. Assignments turned in without a coversheet will result in points being deducted. The cover sheet must be centered on the sheet of paper and must include the following:**

**Student's Name**

**Student's ID #**

**Class Name and Class CRN #**

**Assignment Title**

**Date Due**

**Instructor's**

**Name**

**COURSE**  
**SCHEDULE**

Introduction to Class: Class will meet on a gotomeeting on January 18, 2018 (Thursday) from 5:30pm-6:30pm (CST) to review the syllabus. After this meeting, all gotomeetings will be conducted on Thursdays from 6:30pm-7:30pm (CST). Students need to use this time to purchase books and complete lesson 1 readings.

**Lesson 1-January 22-28, 2018**

*Introduction to Legal System*

*Introduction to Medical Law, Ethics, and Bioethics*

Sayles Ch 13

Abdelhak Ch. 15

Fremgen Ch. 1

-Course Connect Assignments

-Video Assignment 1

-Quiz 1

**Lesson 2-January 29-February 4, 2018**

*Organization of the Court System/The Legal System*

Fremgen Ch. 2

-Course Connect

Assignments

Quiz 2

**Lesson 3 -February 5-11, 2018**

**Essentials of the Legal System for Healthcare Professionals/Working in Today's Healthcare Environment**

**Fremgen Ch. 3 & 4**

-Course Connect Assignment

-Quiz 3

**Lesson 4-February 12-18, 2018**

**Physician/Patient Relationship**

**Fremgan Ch. 5**

Course Connect

Video Assignment 2

Quiz 4



**Lesson 5-February 20-26, 2018 (Feb 19<sup>th</sup> President's Holiday)**  
**Professional Liability and Medical Malpractice**  
Fremgen Ch. 6  
Course Connect  
Individual Project (1)  
Quiz 5

**Lesson 6-February 26-March 4, 2018**  
*Release of Information & HIPAA*  
**Fremgen Ch. 10**  
Course Connect  
Quiz 6  
No gotomeeting this week

**Lesson 7-March 5-11, 2018**  
**Public Duties of the Healthcare Professional/Workplace Law and Ethics/Medical Record Documentation**  
**Fremgen Ch. 7 & 8**  
Course Connect  
Video Assignments 3  
Quiz 7  
Midterm Review

**Spring Break Holiday-March 12-18, 2018**

**Lesson 8-HIP Week Celebration (Wednesday-March 21<sup>st</sup>)**

**Lesson 9-March 29, 2018**  
**Midterm Exam Lesson 1-7-**

**Class will meet at the Coleman College at 4:30pm in Room 538**

**Lesson 10-April 2-8, 2018**  
*Medical Records in Court/The Medical Record*  
Fremgen Ch. 9  
Course Connect  
Quiz 8  
Individual Project 2  
**Journal Assignment**

**Lesson 11-April 12, 2018**

**Group Projects-Students will meet at the Coleman College at 4:30pm.**

**Lesson 12-April 16-April 22, 2018**

**Ethical and Bioethical Issues in Medicine/Ethical Issues Relating to Life**

Fremgen Ch. 11 & 12

Course Connect

Video Assignment 4

Quiz 9

***Lesson 13-April 23-April 29, 2018***

***Death and Dying***

Fremgen Ch. 13

Course Connect

**Individual Project 3**

**Lesson 14- April 30-May 6, 2018**

**Future Trends in Healthcare**

**Final Exam Review**

Fremgen Ch. 14

Course Connect

**Lesson 15- Final Exam-Lessons 1-14 -Students will need to report to the Coleman College at 4:30pm on Thursday-May 10, 2018**