JEFFERSON COLLEGE

COURSE SYLLABUS

HIT 130
Healthcare Legal and Ethical Issues
3 Credit Hours

Prepared by:
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HIT 240 Healthcare Legal and Ethical Issues

I. CATALOGUE DESCRIPTION

A. Prerequisite: HIT100 with a grade of “C” or better. Reading Proficiency.

B. Co-Requisite: HIT115 with a grade of “C” or better. Reading Proficiency.

C. Credit hour award: 3

D. Description: Healthcare Legal and Ethical Issues investigates ethical issues in healthcare, while examining the procedures and laws that regulate the content, confidentiality, disclosure, use, and retention of health information. Patient rights/advocacy, advanced directives, privacy, release of information, and security policies and procedures of healthcare organizations will be emphasized.

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
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<tr>
<td>Demonstrate how to respond appropriately to requests for information from the patient record.</td>
<td>Written Project/Paper</td>
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<td>Distinguish between appropriate access to patient health information and a breach of confidentiality.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Identify information that can be disclosed from the patient record without the patient’s authorization.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Recognize a valid patient authorization for release of confidential information.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Describe the elements to be included in an informed consent for treatment.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Identify health care situations when an informed consent may not be necessary.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Identify the requirements imposed on health care by the confidentiality of Alcohol and Drug Abuse Patient Records.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Summarize the Health Insurance Portability and Accountability Act as it relates to privacy and security of patient health information.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Analyze the need for methods or special considerations given to HIV/AIDS related patient information.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Analyze the phrase “the medical record is a legal document.”</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Summarize a request for information to be used in a legal setting.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Recall the proper procedure for documenting and correcting patient record entries so they will be useful as evidence.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Evaluate the legal requirements of developing a computer-based patient</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Task</td>
<td>Assessment Type</td>
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<td>Analyze the role the statute of limitations plays in establishing the length of time patient records should be retained.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Describe ethical theories, principles and tools that are important when making ethical decisions.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Discuss the primary ethical obligation of protecting patient privacy and confidentiality in an era of increasing demands for access to health information.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Identify professional values and obligations of a Health Information Technology professional.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Define security and privacy.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Critique the importance of security and privacy in medical records.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Reproduce a security policy.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Reproduce a privacy policy.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Implement a security or privacy plan.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Produce a security and privacy checklist for an entity.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Recognize a business associate agreement and ensure privacy is met for both parties.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Prepare a HIPAA training guide.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>List pros and cons of outsourcing technology and how privacy and security can be maximized.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Perform privacy rule Gap Analysis.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Produce privacy and security procedures to avoid breaches.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Critique costs for an entity and provide accurate information for cost savings.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Analyze upcoming changes with HIPAA and Healthcare</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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III. COURSE OUTLINE

A. Introduction to the Fundamentals of Law for Health Informatics and Information Management
   1. Introduction
   2. Privacy, Confidentiality, and Security

B. The Legal System in the United States
   1. Role of Law in the US Healthcare System
   2. Public vs. private law

C. Civil Procedures
   1. Definition of Civil Procedures
   2. Pretrial, Trial, Post-trial

D. Evidence
   1. Health Information as evidence
   2. discoverability

E. Tort Law
   1. Types of Torts
   2. Causes of Action for Improper Disclosure of Health Information

F. Corporations, Contracts, and Antitrust Legal Issues
   1. Healthcare Corporations
   2. General Principles of Contracts

G. Consent to Treatment
   1. Types of Consent
   2. Informed Consent

H. The Legal Health Record: Maintenance, Content, Documentation, and Disposition
   1. Purposes of the Health Record
   2. Paper vs. electronic Health Records

I. The HIPAA Privacy Rule
   1. Overview of HIPAA and other patient privacy laws
   2. Core Privacy Rule Documents and the Minimum Necessary Requirement
   3. Individual Rights; Other Key Requirements; Penalties for Noncompliance

J. The HIPAA Security Rule
   1. Purposes of the HIPAA Security Rule
   2. Source of Law

K. Security Threats and Control
   1. Internal and External Security Threats
   2. Natural and Environment Threats
L. Access Use, and Disclosure/Release of Health Information
   1. Ownership and Control of the Health Record and Health Information
   2. Access to Patient Health Information

M. Required Reporting and Mandatory Disclosure Laws
   1. Disclosure without patient authorization or agreement for public health and benefit activities
   2. Notice of Privacy Practices

N. Risk Management and Quality Improvement
   1. Differences between risk management and quality improvement
   2. Patients’ Rights as a condition of quality healthcare

O. Corporate Compliance
   1. Fraud and Abuse
   2. Major Statutes, Rules and Regulations

P. Medical Staff
   1. Governing Board
   2. Medical Staff Credentialing

Q. Workplace Law
   1. Discrimination and Related Law
   2. Labor Laws

IV. METHOD(S) OF INSTRUCTION

A. Readings from textbook
B. Supplemental handouts
C. Case studies
D. Discussion Boards

V. REQUIRED TEXTBOOKS


VI. REQUIRED MATERIALS

A. Textbook
B. A computer with internet access (available through the Jefferson College Labs)
C. Paper, notebooks, pens, pencils with erasers

VII. SUPPLEMENTAL REFERENCES

A. Class handouts
B. Current internet resources
   1. American Health Information Management (AHIMA) website

VIII. METHOD OF EVALUATION

A. Written Project
B. Summative Written Examinations
C. Assignments
D. Grading Scale:
   A = 90-100%  B = 80-89.9%  C = 70-79.9%  D = 60-69.9%  F = 0-59.9%

There will be an assignment, vocabulary quiz, discussion board and exam for all the chapters covered throughout the course. The HIT Program runs a strict point system so the student will know where they stand regarding their grade at all times.

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library: phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook. Any student who cheats or plagiarizes will be subject to dismissal from the Health Information Technology program and will be referred to the college for disciplinary action. (See College website, http://www.jeffco.edu).

ATTENDANCE

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for
XI. OUTSIDE OF CLASS ACADEMICALLY-RELATED ACTIVITIES

The US Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically-related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.