



Rowan College
at
BURLINGTON COUNTY

HEALTH INFORMATION TECHNOLOGY

CODE: HIT 103

TITLE: Legal Aspects of Health Information

DIVISION: Health Sciences

COURSE DESCRIPTION: This course focuses on the legal aspects of the health record, health information, and the health information department. It emphasizes the implications of legal aspects for the health information practitioner; gives an in-depth study of the confidentiality of health information as well as the standards, regulations, and laws that govern the release of health information. It also covers how to monitor and implement legal changes, liability issues, and the risk management function.

CREDITS: 3 cr.

REQUIRED MATERIALS (CHECK BOOKSTORE FOR LATEST EDITION):

Click on the bookstore for the supplies which you are attending each class.

Rcbc.edu/bookstore

COURSE LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- Define key legal concepts.
- Evaluate the validity of a subpoena and appropriate release of information procedures.
- Analyze requests for information in terms of validity.
- Differentiate among constitutional law, statutory law, judicial decisions, and administrative agency law.
- Describe the difference between federal and state court systems.
- Understand the role of medical record personnel during court proceedings.
- Evaluate departmental functions for compliance with pertinent legal and accreditation issues.
- Identify major sources of legal information pertaining to maintaining medical records.
- Apply general legal principals of confidentiality in a variety of circumstances.
- Analyze privacy concerns in relation to computer programs and systems.

GENERAL EDUCATION OUTCOMES IN THIS COURSE:

Written and Oral Communication: Communication	* Students will logically and persuasively support their points of view or findings. * Students will communicate meaningfully with a chosen audience while demonstrating critical thought.
Technological Competency or Information Literacy: Technology	* Students will demonstrate competency in office productivity tools appropriate to continuing their education. * Students will use critical thinking skills for computer-based access, analysis, and presentation of information. * Students will demonstrate the skills required to find, evaluate, and apply information to solve a problem.
Ethical Reasoning and Action	* Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation. * Students will take a position on an ethical issue or a situation and defend it.

**HIM Associate Degree Entry-Level Competencies
Domains, Subdomains, and Tasks
For 2011 and beyond**

- Domain: Health Data Management
 - Subdomain: Health Data Structure, Content and Standards
 - Collect and maintain health data (such as data elements, data sets, and databases).
 - Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
 - Apply policies and procedures to ensure the accuracy of health data.
 - Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
 - Subdomain: Healthcare Information Requirements and Standards
 - Monitor and apply organization-wide health record documentation guidelines.

- Apply policies and procedures to ensure organizational compliance with regulations and standards.
 - Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
 - Assist in preparing the organization for accreditation, licensing, and/or certification surveys.
- Domain: Health Statistics, Biomedical Research, and Quality Management
 - Subdomain: Healthcare Statistics and Research
 - Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.
- Domain: Health Services Organization and Delivery
 - Subdomain: Healthcare Delivery Systems
 - Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
 - Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
 - Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
 - Adhere to the legal and regulatory requirements related to the health information infrastructure.
 - Apply policies and procedures for access and disclosure of personal health information.
 - Release patient-specific data to authorized users.
 - Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
 - Conduct privacy and confidentiality training programs.
 - Apply and promote ethical standards of practice.
- Domain: Information Technology and Systems
 - Subdomain: Information and Communication Technologies
 - Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
 - Subdomain: Data Storage and Retrieval
 - Apply retention and destruction policies for health information.
 - Subdomain: Data security
 - Apply confidentiality and security measures to protect electronic health information.

- Protect data integrity and validity using software or hardware technology.
 - Apply departmental and organizational data and information system security policies.
 - Use and summarize data compiled from audit trails and data quality monitoring programs.
- Domain: Organizational Resources
 - Subdomain: Human Resources
 - Comply with local, state, and federal labor regulations. 2011 AHIMA Education Strategy Committee

CORE COURSE CONTENT:

- Introduction to the Fundamentals of Law for Health Informatics
- The Legal System in the United States
- Civil Procedure
- Evidence
- Tort Law 4
- Corporations, Contracts and Antitrust Legal Issues
- Consent to Treatment
- The Legal Health Record”: Maintenance, Content, Documentation and Disposition
- HIPAA Privacy Rule
- The HIPAA Security Rule
- Security Threats and Controls
- Access, Use and Disclosure/Releases of Health Information
- Required Reporting and Mandatory Disclosure Laws
- Risk Management and Quality Improvement
- Corporate Compliance
- Medical Staff
- Workplace Law

COURSE ACTIVITIES:

Course activities vary from course to course and instructor to instructor. Below is a listing of some of the activities students can anticipate in this course:

- ▶ Writing assignments: students will analyze current issues in the field using current articles from the popular press as well as library research including electronic resources databases.

- ▶ Speaking assignments: students will present research individually or in groups using current technology to support the presentation (e.g., PowerPoint presentation); students will participate in discussions and debates related to the topics in the lessons. Discussions may also focus on cross-cultural and legal-ethical dilemmas as they relate to the course content.
- ▶ Simulation activities: Trends and issues will analyzed for their ethical as well as social or legal significance. Students might role-play common situations for classmates to analyze. Current news articles may be used to generate discussion.
- ▶ Case Studies: Complex situations and scenarios will be analyzed in cooperative group settings or as homework assignments.
- ▶ Lectures: This format will include question and answer sessions to provide interactivity between students and instructor.
- ▶ Speakers: Representatives from various related fields may be invited to speak.
- ▶ Videos: Related topics will provide impetus for discussion.

EDUCATIONAL TECHNOLOGY:

Rowan College at Burlington County advocates a technology enhanced teaching and learning environment. Advanced technological tools may be used in any course section to facilitate instruction. Many of our sections are web-enhanced, which means that some of your work will be submitted or completed online. Web enhancements may include on-line materials, grade books, testing and quizzes and assignment submission. Many students enjoy the flexibility and convenience that these online enhancements have provided, however if you have concerns about the technology involved, please speak to your instructor immediately.

STUDENT EVALUATIONS:

The student will be evaluated on the degree to which student learning outcomes are achieved. A variety of methods may be used such as tests, quizzes, class participation, projects, homework assignments, presentations, etc.

See individual instructor's course handouts for grading system and criteria (point value for each assessment component in course, e.g. tests, papers, presentations, attendance etc.), number of papers and examinations required in the course, and testing policy including make ups and/or retests.

GRADING STANDARD:

- A Mastery of essential elements and related concepts, plus demonstrated excellence or originality.

- B+ Mastery of essential elements and related concepts, showing higher level understanding.
- B Mastery of essential elements and related concepts.
- C+ Above average knowledge of essential elements and related concepts.
- C Acceptable knowledge of essential elements and related concepts.
- D Minimal knowledge of related concepts.
- F Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism, and/or excessive absences.

For other grades, see the current ROWAN COLLEGE AT BURLINGTON COUNTY catalog.

COLLEGE POLICIES:

The current college catalog and student handbook are important documents for understanding your rights and responsibilities as a student in the RCBC classroom. Please read your catalog and handbook as they supplement this syllabus, particularly for information regarding:

- ▶ Academic Integrity Code
- ▶ Student Conduct Code
- ▶ Student Grade Appeal Process

OFFICE OF STUDENT SUPPORT AND DISABILITIES SERVICES:

RCBC welcomes students with disabilities into the college's educational programs. Access to accommodations and support services for students with learning and other disabilities is facilitated by staff in the Office of Student Support (OSS). In order to receive accommodations, a student must contact the OSS, self-identify as having a disability, provide appropriate documentation, and participate in an intake appointment. If the documentation supports the request for reasonable accommodations, the OSS will provide the student with an Accommodation Plan to give to instructors. Contact the Office of Student Support at 609-894-9311, ext. 1208 or visit the website at: www.rcbc.edu/studentsupport

ADDITIONAL SUPPORT/LABS:

RCBC provides academic advising, student support personal counseling, transfer advising, and special accommodations for individuals with disabilities free to all students through the Division of Student Services. For more information about any of these services, visit the Laurel Hall on the Mt. Laurel Campus, or call (609) 894-9311 or (856) 222-9311, then dial the desired extension:

- Ext. 1557 Academic Advisement and Counseling
- Ext. 1803 Special Populations
- Ext. 2737 Transfer Center

Or visit the following websites:

Academic Advising www.rcbc.edu/advising
Student Support Counseling www.rcbc.edu/counseling

Transfer Center

www.rcbc.edu/transfer

RCBC offers a free tutoring for all currently enrolled students. For more information regarding The Tutoring Center call Extension 1495 at (609) 894-9311 or (856) 222-9311 or visit the Tutoring Center Website at www.rcbc.edu/tutoring

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