

HIMT 340

Ethical Issues, Security Management and Compliance

Course Description

As indicated by its title, this course is intended to cover three broad subject areas in health information management. The fifteen lessons are organized into three modules. Module I includes Lessons 1 and 2, which give a broad-stroke introduction to medical laws, ethics, and healthcare information security management. Module II comprises nine lessons, Lessons 3 to 11, which teach most of the crucial elements in information security management. Topics covered range from security planning, policies and procedures, models and standards, risk assessment and management, protection mechanisms, to personnel issues. The final four lessons (12 to 15) in Module III progressively introduce the U.S. legal system and its influence on healthcare, the issues surrounding medical records and their digitization, patient data confidentiality, HIPAA regulation, and other laws affecting the healthcare industry. Compliance with regulations will also be taught from a practical perspective.

Prerequisite(s): Enrollment in online Health Information Management and Technology degree program.

Course Learning Objectives

1. Understand the relationship between medical ethics and laws, and know how to apply ethical decision making models.
2. Achieve a comprehensive understanding of the general framework of information security management in healthcare
3. Understand the critical components of information security management including planning, policy development and enforcement, security management models, risk management, and basic protection mechanisms against security threats.
4. Perform a cost benefit risk analysis of system security applications.
5. Apply U.S. healthcare policies and laws, as well as the regulatory trends.
6. Develop a basic compliance program for a healthcare organization.

HIM Curriculum Competencies

This course presents the content, knowledge, and skills required for the following 2014 AHIMA bachelor's degree competencies:

II.A.1. - Identify laws and regulations applicable to health care.

II.A.2. - Analyze legal concepts and principles to the practice of HIM.

II.B.1. - Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information.

II.B.2. - Recommend elements included in the design of audit trails and data quality monitoring programs.

II.B.3. - Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures.

II.B.5. - Develop educational programs for employees in privacy, security and confidentiality.

II.C.1. - Create policies and procedures to manage access and disclosure of personal health information.

II.C.2. - Protect electronic health information through confidentiality and security measures, policies and procedures.

V.A.1. - Appraise current laws and standards related to health information initiatives.

VI.H.1. - Comply with ethical standards of practice.

Course Materials

Required Texts:

Course Activities

Pedagogy

This is a lecture course with the majority of the learning material provided in the PowerPoint slides for the lessons. Each lesson starts with a set of clearly stated learning outcomes and ends with a summary slide to remind you what has been learned in the lesson. To follow and understand the narrated teaching slides, you should read the assigned text chapters prior to studying the online presentation. These chapters are identified on the first slide of each lesson.

While we will not go through all chapters in the two textbooks, the unused chapters still contain useful materials that are not the focus of this course, but they might stimulate your interest in other important areas of bioethics and healthcare laws. You are encouraged to read these chapters, though they will not be included in any of the tests.

Outcome Assessment

Your learning outcome will be assessed by two instruments: exam and homework. There will be one quiz and 3 exams in the course; they are identified in the course calendar. Due to the large amount of material to be learned in the course these exams are non-cumulative in terms of their coverage. In addition to the exams, 13 homework assignments will be given. You must produce

your personal homework independently and submit them on time. The submission due dates are specified in the course calendar. For all written assignments you are required to follow the submission format specified at the end of this syllabus.

Format for Written Homework Assignments

Please use the following format to organize and submit all written homework:

- **Font:** Times New Roman 12 points
- **Spacing:** 1.5 lines
- **Margins:** 1 inch on all four sides
- **Cover page:** A separate cover page with course number and homework number placed in the center, and your name and student ID at the bottom
- **Body of text:** Do not repeat the case to be analyzed or the synopsis of the given homework. However, you should copy/state each question asked before providing your answer/argument in response to the question.
- **References:** If you quote the work of others, you must provide the citations at the end of your homework.

Course Outline

Module 1: Fundamentals of Ethics in Medicine and Information Security Management

- Lesson 1: Introduction to Law, Ethics, and Security Management
- Lesson 2: Ethical and Bioethical Issues in Medicine

Module 2: Management of Information Security in Organizations

- Lesson 3: Information Security Planning
- Lesson 4: Information Security Policy
- Lesson 5: Information Security Program
- Lesson 6: Information Security Management Models
- Lesson 7: Risk Management I
- Lesson 8: Risk Management II
- Lesson 9: Protection Mechanisms I
- Lesson 10: Protection Mechanisms II
- Lesson 11: Personnel Issues

Module 3: The Legal Environment of Medical Information and Compliance with Healthcare Laws

- Lesson 12: The U.S. Legal System and Its Importance to Healthcare
- Lesson 13: The Medical Record
- Lesson 14: Patient Confidentiality and HIPAA
- Lesson 15: Compliance Today and in the Future

Grading

Determination of Final Grade

This is how the required work in the course will be weighted:

Quiz	1 x 6% = 6%
Exams	3 x 14% = 42%
Homework	13 x 4% = 52%
Total	100%

Grade	Percent
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

To do well in this course, you should read the assigned text chapters prior to studying the online presentations, do the homework assignments right after finishing the readings and presentations, and engage in discussion with your classmates and the instructor on the course material.

However, homework assignments and exams are individual tasks; you must produce and submit your own original work.

Course Schedule

Date	Activity
<i>Module I: Fundamentals of Ethics in Medicine and Information Security Management</i>	
Week 1	Lesson 1: Introduction to Law, Ethics, and Security Management
Week 2	Lesson 2: Ethical and Bioethical Issues in Medicine
<i>Module II: Management of Information Security in Organizations</i>	
Week 3	Lesson 3: Information Security Planning
Week 4	Lesson 4: Information Security Policy
Week 5	Lesson 5: Information Security Program
Week 6	Lesson 6: Information Security Management Models
Week 7	Lesson 7: Risk Management I
Week 8	Lesson 8: Risk Management II
Week 9	Lesson 9: Protection Mechanisms I
Week 10	Lesson 10: Protection Mechanisms II
Week 11	Lesson 11: Personnel Issues
<i>Module III: The Legal Environment of Medical Information and Compliance with Healthcare Laws</i>	
Week 12	Lesson 12: The U.S. Legal System and Its Importance to Healthcare
Week 13	Lesson 13: The Medical Record
Week 14	Lesson 14: Patient Confidentiality and HIPAA
Week 15	Lesson 15: Compliance Today and in the Future
Week 16	Final Exam

**BF: Bonnie Fremgen WM: Whitman and Mattord GL: Gundersen Lutheran Hospital,
La Crosse**

Week	Lesson No.	Reading Assignment	Homework Assignment/ Due Date	Quiz/Exam
1	1	BF: Chapter 1 WM: Chapter 1	Homework 1	
2	2	BF: Chapter 11	Homework 2	
3	3	WM: Chapter 2 WM: Chapter 3	Homework 3	Quiz
4	4	WM: Chapter 4	Homework 4	
5	5	WM: Chapter 5	Homework 5	
6	6	WM: Chapter 6	Homework 6	
7	7	WM: Chapter 8	Homework 7	Exam 1
8	8	WM: Chapter 9	Homework 8	
9	9	WM: Chapter 10	Homework 9	
10	10	WM: Chapter 10	Homework 10	
11	11	WM: Chapter 11	No Homework	
12	12	BF: Chapter 2 BF: Chapter 3	No Homework	Exam 2
13	13	BF: Chapter 9	Homework 11	
14	14	BF: Chapter 10	Homework 12	
15	15	WM: Chapter 12 GL: Compliance Program	Homework 13	
16		Final Exam week		Exam 3