

COURSE OUTLINE**Health Information Technology 182
Legal Aspects of Health Care and Ethics****I. Catalog Statement**

Health Information Technology 182 provides the student with an introduction to legal issues pertaining to healthcare, health information, and the patient's health record as a legal document. The course includes instruction on patient privacy and confidentiality, patient rights, release of information, informed consents, advance directives, compliance, criminal activities including fraud and abuse, the Health Insurance Portability and Accountability Act (HIPAA), and Electronic - Health.

This course is aligned with accreditation standards for the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for Health Informatics and Health Information Management (HIM) educational programs.

Total Lecture Units: 3.0

Total Course Units: 3.0

Total Lecture Hours: 48.0

Total Faculty Contact Hours: 48.0

Prerequisite: Medical Office Administration 180.

Recommended Preparation: Medical Office Administration 185 and eligibility for English 120, ESL 151, Business Administration 106, or equivalent.

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 3.

Prior to enrolling in the course, the student should be able to:

1. explain health data and clinical documentation principles, standards, and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting;
2. describe regulatory, accreditation, licensure, and certification standards related to health information and medical records in the acute care hospital setting;
3. understand national and state regulatory and accreditation requirements for confidentiality, privacy, and security of health information to protect the patient and the acute-care hospital;
4. use current technology and systems to ensure the quality of the medical record and to ensure the optimum collection, analysis, storage, release, retrieval, and reporting of health information to appropriate users and requestors;
5. describe a Health Information Management (HIM) department in an acute-care hospital, medical clinic, or any other health care establishment.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. discuss and apply HIPAA privacy rules;
2. apply legal principles including policy and procedure in the Release Of Information (ROI);
3. discuss key legal principles as they relate to health care and health information: torts, contracts, fraud, abuse, antitrust, precedents, corporate liability, arbitration, and mediation;
4. discuss and analyze forms and procedures related to advance directives, living wills, consent for treatment, and patient rights.

IV. Course Content

Total Contact Hours = 48 hours

A. Legislative and Regulatory Processes	8 hours
1. Principles of health care ethics	
2. Organizational ethics	
3. Professional ethics	
4. Ethics committee	
B. Confidentiality, Privacy, Security Policies, and Procedures	8 hours
1. Ethical and legal issues related to managing information	
2. Ownership and release of medical records	
3. Tampering with records	
4. Legal proceedings and medical records	
C. Confidential and Privileged Communications	8 hours
1. Informed consent	
2. Power of attorney	
3. Right to refuse treatment	
4. Patient rights and responsibilities	
D. Certification and Licensing of Healthcare Professionals	8 hours
1. Certification of healthcare professionals	
2. Licensing healthcare professionals	
3. Suspension and revocation of license	
4. Developing a legal and ethical environment	
E. Legal Reporting Requirements	8 hours
1. Health Care Quality Improvement Act	
2. HIPAA and privacy laws	
3. Corporate compliance and principles of responsibility	
4. Incident documenting and reporting	
F. Criminal Aspects, Fraud and Abuse of Healthcare	8 hours
1. Criminal procedures	
2. Criminal history and false statements and claims	
3. Healthcare fraud	
4. Patient abuse	

V. Methods of Instruction

The following methods of instruction may be used in the course:

1. lecture;
2. discussions;
3. hands-on activities, assignments, and case management;
4. online.

VI. Out of Class Assignments

The following out of class assignments may be used in this course:

- a. contact and interview the Ethics/Compliance Officer at a clinic or hospital to identify a current ethical health/medical issue to discuss and present findings to class;
- b. written discussion of a health/medical issue (e.g. organ donors' and recipients' contractual obligations) with reference to the ethical and legal implications of the issue.

VII. Methods of Evaluation

The following methods of evaluation may be used in this course:

1. quizzes;
2. midterm examination;
3. presentations;
4. final examination.

VIII. Textbook

Pozgar, George D., *Legal Aspects of Healthcare Administration*, Sudbury: Jones and Bartlett Learning, 2012. Print
12th Grade Textbook Reading Level. 11th Edition, ISBN-13: 978-1284026320

IX. Student Learning Outcomes

Upon successful completion of the required coursework the student will be able to:

1. adhere to the legal and regulatory requirements related to the health information infrastructure;
2. apply policies and procedures for access and disclosure of personal health information;
3. release patient-specific data to authorized users;
4. maintain user access logs/systems to track access to and disclosure of identifiable patient data;
5. apply and promote ethical standards of practice.

Justification for Need

This course is a required course for completion of the Associate of Science Degree program in Health Information Technology (HIT), which is currently being developed.