



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Legal and Ethical Aspects of Health Information

Course Prefix and Number – HITT 1353

Department – Health Information Technology

Division – Allied Health

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours # **3:3:0**

Equated Pay hours for course - 3

Course Catalog Description – Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Prerequisites/Corequisites - HITT 1301

Approvals – *the contents of this document have been reviewed and are found to be accurate.*

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (list)

Prepared by Debbie Lutringer, RHIA, CTR	Signature Debbie Lutringer <i>Debbie Lutringer</i>	Date 04/30/07
Department Head Debbie Lutringer, RHIA, CTR	Signature Debbie Lutringer <i>Debbie Lutringer</i>	Date 4/30/07
Division Chair Leigh Ann Collins, RDH, MAIS	Signature <i>LAC</i>	Date 9-20-07
Vice President Dr. Ty Pate	Signature <i>Ty Pate</i>	Date 9-20-07



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non lecture instruction):

Legislative process. Court system. Legal vocabulary. Retention Guidelines. Confidentiality. ROI. Patients’ rights/Advocary. Ethics. Advanced directive. For detailed outline, see course outline.

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
Apply local, state and federal standards and regulations for the control and use of health information	Written exam
Demonstrate appropriate health information disclosure practices	Written exam, exercises, role playing exercises
Identify and discuss ethical issues in health care	Class discussions

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Green, Michelle A. and Mary Jo Bowie. Essentials of Health Information Management Principles and Practice. Clifton Park, NY, Delmar Publishers, 2005.

Harman, Laurinda B. Ethical Challenges in the Management of Health Information 2nd Edition. Boston, MA, 2006, Jones and Bartlett Publishers.

McWay, Dana C. Legal Aspects of Health Information Management. 2nd Edition, Albany, NY. Delmar Publishers, 2003.

Texas Health Information Management Association, Health Information Management Manual, TX HIMA, 2002.

IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

Lecture/Lab classroom with computers and appropriate software; access to the internet.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course Final evaluation in the

course will be based on grades achieved during the semester and the final exam. The final evaluation will be on the following scale:

- 93 – 100% A
- 85 – 92% B
- 78 – 84% C
- 70 – 77% D
- 76 – 0% F

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

- **WECM Courses**
Attach the following:

- Program SCANS Matrix
- Course SCANS Competencies Checklist

SCANS Matrix

Program: Health Information Technology CIP: 51.0707									
LIST ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1305	Medical Terminology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1301	Health Data Content & Structure
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HITT 1249	Pharmacology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MRMT 1307	Medical Transcription Fundamentals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1441	Coding & Classification Systems
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HITT 1345	Health Care delivery Systems
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1167	Practicum I
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2166	Practicum II
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HPRS 2301	Pathophysiology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1355	Health Care Statistics
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1353	Legal & Ethical Aspects of Health Information
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT1311	Computers In Healthcare
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2339	Health Information Organization & Supervision
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2435	Coding & Reimbursement Methodologies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2167	Practicum III
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2443	Quality Assessment & Performance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
								COMPETENCY REFERENCES	
								8 Basic use of computers	
								7 Workplace Competencies: resources; interpersonal skills; information; systems; and technology.	
								6 Personal Qualities: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	
								5 Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	
								4 Speaking and Listening: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	
								3 Arithmetic or Mathematics: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	
								2 Writing: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	
								1 Reading: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	



Course Prefix & Number: HITT 1353	
SCANS COMPETENCIES FOR THIS COURSE	
Competency	Method of Assessment
1 READING: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	written exams and exercises
2 WRITING: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	written exams and exercises, reports
3 ARITHMETIC OR MATHEMATICS: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	N/A
4 SPEAKING AND LISTENING: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	class discussions, role playing exercises
5 THINKING SKILLS: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	group discussion, written exams, role playing exercises
6 PERSON QUALITIES: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	group discussions, exercises
7 WORKPLACE COMPETENCIES: resources; interpersonal skills; information; systems; and technology	group discussions, written exams and exercises, role playing exercises
8 BASIC USE OF COMPUTERS	reports