



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 privacy, security, confidentiality and regulations relating to the maintenance and use of health information.

Prerequisites/Co requisites – None

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)

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Division Chair Carol Derkowski, RDH, MAIE	Signature 	Date 9-27-10
Vice President of Instruction or Dean of Vocational Instruction Leigh Ann Collins, RDH, MAIE	Signature 	Date 1-14-11



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):

- A. Introduction to the Legal System
 - 1. Laws, rules and regulations
 - 2. Non-government rule-making bodies
- B. Administration of the law
 - 1. Court system
 - 2. Federal quasi-judicial bodies
 - 3. State quasi-judicial bodies
 - 4. Procedures before trial
 - 5. Officers of the court
 - 6. Process of trial
- C. Evidence, torts, selected legal doctrines
 - 1. Laws of evidence – admissibility
 - 2. Torts
- D. The medical record in legal proceedings
 - 1. Types of legal action requiring evidence from a medical record
 - 2. Property rights of the medical record
 - 3. Custodian of medical records – role in court
 - 4. Preparation of a medical record for court
 - 5. Legal problems with medical records
 - 6. Correction of entries
 - 7. Retention of medical records
 - 8. Conduct in depositions and court
 - 9. Medical records as evidence
- E. Release of information
 - 1. Confidential and privileged communications
 - 2. Release of information
 - 3. HIPAA regulations for release of information
 - 4. HIPAA versus state laws for release of information
 - 5. Medical staff minutes, reports and worksheets
 - 6. Procedures
- F. Consents
 - 1. Nature of consent
 - 2. Types of consent
 - 3. Who may consent
 - 4. Procedures requiring consent to perform, or release from liability
- G. Liability of health care providers
 - 1. Facility liability
 - 2. Professional health care provider liability
- H. Current health legislation and bio-ethical issues
 - 1. Current health legislation
 - 2. Bio-ethical issues

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.

McWay, Dana C. Legal Aspects of Health Information Management. 3rd Edition, Clifton Park, NY, Delmar, Cengage Learning, 2010.

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

Regular access to appropriate technology for www.courses.

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. Instructor must have training in and access to all appropriate technology for www.courses.

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 The final exam evaluation will be on the following scale:

- 93—100% A
- 85—92% B
- 78—84% C
- 70—77% D
- 69—0% F

Final evaluation will be based on grades achieved during the semester and the final exam.

- Assignments/Attendance 30%
- Exams 50%
- Final Exam 20%

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**
If needed, revise the Program SCANS Matrix & Competencies Checklist.