SCHOOL OF HEALTH SCIENCES
HEALTH INFORMATION TECHNOLOGY

COURSE OUTLINE

I. COURSE DESCRIPTION:

HM122 Legal and Ethical Aspects of Health Information Management   **C-3, P-0, Cr-3**

This course introduces the legal and ethical aspects of health information management with an emphasis on civil law and how healthcare settings are affected by law and non- governmental rulemaking bodies. Topics include the general study of law and an overview of ethics. (Online Only)

Three class hours weekly.

Prerequisites: None.

II. MATERIALS:

Text and Learning Materials: McWay, Dana. *Legal and Ethical Aspects of Health Information Management*, 4th edition. ISBN: 9781305259232. Cengage.

III. EVALUATION METHODS:

Students will be evaluated in the following manner:
Written Assignment/Project   25%
Exams   25%
Final Comprehensive Exam   25%
Attendance /Assignments   25%

IV. STUDENT LEARNING OUTCOMES:

Upon completion of this course the student will be able to:
1. Apply policies, regulations, and standards to the management of information.
2. Determine compliance of health record content within the health organization.
3. Apply privacy strategies to health information.
4. Apply security strategies to health information.
5. Apply health informatics concepts to the management of health information.
6. Describe research methodologies used in healthcare.
7. Summarize standards for the exchange of health information.
8. Evaluate revenue cycle processes.
9. Apply legal processes impacting health information.
10. Demonstrate compliance with external forces.
11. Identify the components of risk management related to health information management.

V. <u>MAJOR TOPICS</u>:

1. Accreditation, Licensure, and Certification
2. Workings of the American Legal System
3. Court Systems and Legal Procedures
4. Judicial Process of Health Information
5. Principles of Liability
6. Ethical Standards
7. Ethical Decisions and Challenges
8. Bioethical Issues
9. Patient Record Requirements
10. Confidentiality and Informed Consent
11. Access to Health Information
12. Specialized Patient Records
13. Risk Management, Quality Management, and Utilization Management
14. Information Systems
15. Health-Care Fraud and Abuse
16. Law and Ethics in the Workplace