Welcome to HIT 102!

This course introduces you to the legal system and concepts and lays the foundation for your further studies in the release of information function in the Health Information field. I think you will find this an exciting and thought-provoking course. I encourage you to approach the course to learn the material, not merely to obtain a grade. The material is very detailed as that is the nature of the HIM profession. I hope that you find the course challenging yet enjoyable.

You will find that taking an online course places much more responsibility on you to learn independently and develop your own time schedule and study plan than would the same course taught in a classroom setting. You will also find that you have the opportunity to interact with the instructor and the other students in new and different ways, including E-mail and online threaded discussions. To be successful, you must pay particular attention to deadlines, including dates and times, noted on the course calendar.

Please get in the habit of checking your Email and Announcements daily. Things change quickly in the healthcare industry, in education, and in online learning.

So let's get on with it!

Sincerely,
Dr. Lynda Russell

Instructor Availability

Dr. Russell is available for individual discussion through Moodle’s course e-mail or the online (Campus Pipeline) e-mail. Dr. Russell has limited hours in which to respond to e-mails. Because the course e-mail, online e-mail and discussions are monitored in the evenings, students should not expect a response in less than 48 hours.

No weekly office hours will be held in HIT 102. Announcements regarding any HIT/CIM general office hours will be posted in class.

Course Description
Introduction to the legal issues pertaining to healthcare, health information and the health record as a legal document, patient privacy and confidentiality, patient’s rights, release of information, informed consents, advance directives, compliance, fraud and abuse, HIPAA, e-Health. **This course does not cover state specific law except when used as an example.**

The **AHIMA HIM Associate Degree Entry-level Competencies** (called Domains, Subdomains, and Tasks) covered in this course include:

| III. B. | Domain: Health Services Organization and Delivery  
| Subdomain: Healthcare Privacy, Confidentiality, Legal and Ethical Issues |
| --- | --- |
| 1. | Participate in the implementation of legal and regulatory requirements related to the health information infrastructure. |
| 2. | Apply policies and procedures for access and disclosure of personal health information. |
| 4. | Maintain user access logs/systems to track access to and disclosure of identifiable patient data. |
| 5. | Conduct privacy and confidentiality training programs. |
| 6. | Investigate and recommend solutions to privacy issues/problems. |
| 7. | Apply and promote ethical standards of practice. |

| IV. A. | Domain: Information Technology and Systems  
| Subdomain: Information and Communication Technologies |
| --- | --- |
| 2. | Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, email and so on in the execution of work processes. |
| 3. | Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging. |

**Course Objectives**

Upon completion of this course, students should be able to demonstrate competencies in the following areas at the appropriate skill and knowledge level:

1. Explain the federal and state court systems.
2. Discuss principles of torts, contracts, antitrust, precedents, and fraud and abuse as they apply to healthcare.
3. Explain the procedural aspects of criminal law and civil law including arbitration and mediation as they apply to healthcare.
4. Discuss the principles of medical staff organization, the credentialing process, the broadening scope of nursing practice, and the principles of corporate liability.
5. Discuss federal and state reporting requirements.
6. Differentiate the various types of consents for treatment, the facility’s role in informed consent, and who can sign consents for treatment.
7. Discuss the use of advance directives and living wills.
8. Discuss the Health Insurance Portability and Accountability Act (HIPAA) privacy rules.
9. Apply the HIPAA privacy rules to disclosure (release) of health information.
10. Apply applicable legal principles to preparing policies and procedures for disclosure (release) of health information.
11. Apply HIPAA privacy rules to investigation of privacy issues/problems.
12. Apply HIPAA privacy rules to staff training.
13. Apply applicable standards for retention of data in health care facilities.
14. Apply and promote health care ethical standards of practice and patients’ rights.

**Course Content and Scope**

- Patient privacy, confidentiality, and security
- Federal and state court systems
- Torts, contracts, arbitration, malpractice, assault and battery
- HIPAA regulations, standards, and compliance programs
- Healthcare fraud and abuse
- Confidential versus non-confidential uses of health information
- Release of health information including subpoenas
- Consents for treatment
- Advance directives and living wills
- Control, use and release of health data policies and procedures
- Staff training

**Methods of Instruction**

- Lecture
- Textbook reading assignments
- AHIMA practice brief and articles reading assignments
- Internet research
- Threaded lesson discussions
- Exams
- Individual projects
- Group Project

**Required Texts**


**Other Readings**

Specified AHIMA Practice Briefs and Articles available through the AHIMA FORE Body of Knowledge (BoK).

You can access practice briefs without being a member of AHIMA; however, you **must be a member to access articles without being charged a fee**. If you are not currently an AHIMA member, visit [www.ahima.org](http://www.ahima.org) to join. To access required readings, after joining AHIMA as a student member, click on the HIM Resources tab,
then click on HIM Body of Knowledge. This is the link to the AHIMA library and you will not be charged any fees for retrieving the required articles (as long as you are an AHIMA member!).

**Attendance**

There are no required meetings where attendance is taken. Attendance consists of lesson discussion participation, which is required.

**Course Calendar and Due Dates for Course Deliverables**

- The Course Calendar document containing all due dates for HIT 102 is posted in your course in the “Course Calendar, Syllabus, and Other Critical Documents for Students” folder. It is recommended you print this out for easy reference.
- Certain due dates will also be posted in the actual calendar located in your course. Therefore, you should make it a habit to **check your calendars every time you log on to the course**.
- **Lesson discussions** are due between the dates/times noted on the Course Calendar for each lesson. Please pay close attention to the dates/times as **there will be NO credit given for discussions posted outside the posted dates/times** for each lesson.
- **Course projects** are due no later than the date indicated on the Course Calendar and the time as noted when accessing the applicable assignment posting tool or project quiz tool. As applicable, students should include their name and course number on each page of submitted assignments and **keep copies of all assignments**. **NO credit** (zero points) will be given for any assignment not posted according to the posted due dates and times. **NO credit** (zero points) will be given for any project quiz not completed during the posted dates and time. Organize your time and don’t wait until the last minute to post assignments!!
- **Course exams** are due no later than the date indicated on the Course Calendar and the time as noted when accessing each exam. Remember, if you are logged into an exam at the time the exam closes, you will be locked out of the exam and your score will be based on the questions completed at that time. Therefore, to have all questions that you have answered up to any given point saved in Moodle even though you have not yet saved and finished the exam, you must have java script activated.
- **No bonus points are available.**

**Course Lessons**

- There are weekly lessons with required assignments to enhance learning found in Topics 1 - 4 on the course home page.
- Using the Forum capabilities of Moodle, students will participate in online discussions with their fellow classmates. These discussions are **student driven**. Any questions or urgent matters should be sent to the instructor using the course email or by posting in the Q&A forum.
- One or more specific questions relevant to lessons 2-11 for discussion are posted with the applicable lesson in Topics 1 - 4. Each student is required to post at least one **substantive** comment in response to the question and
the comments of their peers. The interactive discussion will optimize each student's ability to understand the lesson content. Please make sure that your comment does not just repeat the thoughts and comments of others but advances and enriches the discussion.

- You can earn from 0 to 5 points for each discussion forum completed.
- The dates/times within which each lesson discussion is due is noted on the Course Calendar.
- There will be **No credit** (zero points) for lessons not posted according to the due dates/times specified in the Course Calendar.
- All discussions in response to lessons must be submitted through the course. Do NOT submit lesson discussions using the Course e-mail or the instructor's online (Campus Pipeline) e-mail. Submitting lessons in a method other than the applicable discussion thread will result in **No credit** (zero points) for that lesson for that student.

**Projects**

Completion of a number of projects (assignments or quizzes) is required in this course. Your instructor will post the instructions and applicable information for each project in Topics 5 – 9. The due dates are noted in the Course Calendar document and on the calendar within the course. The due time for each project is available when you access the assignment tool for each project. **Each project must be completed by the deadline date noted on the Course Calendar and the deadline time noted in the project posting tool. There will be NO CREDIT (zero points) for late submissions.**

**Individual Projects**

The student is expected to **complete the below listed four projects INDIVIDUALLY**. Each student must post the project using the posting tool provided or the project quiz tool in the specific project Topic.

Information for each project is located in the applicable Topic on the home page of your course. The instructor will post individual project grades and comments using the Assignment tool after all projects are submitted and graded. The project quizzes are immediately graded when the student finishes the quiz. Please click on the Assignment or quiz tool for comments on a project.

The individual projects relate to the release of information component of the course:

1) Applying policy and procedures to requests for disclosure and to a subpoena duces tecum (Topic 5) – this is in a quiz format
2) Developing an Accounting log (Topic 6) – this is in a quiz format
3) Developing a training outline for one (1) of the HIPAA Patient Rights (Topic 7)
4) Outlining steps for conducting an alleged privacy violation investigation (Topic 8) – this is in a quiz format

Correct answers will not be provided. The student is expected to make note of incorrect answers and research the reading material for the correct answer.

**Group Project**
The instructor will post all information needed to complete the group project in Topic 9 on the course home page. Grading of the Group Project is covered in the Project Instructions. **ALL communications, discussions, and input** regarding the group project **MUST** be posted using the Group Project discussion thread located in Topic 9 and as described in the group project instructions. Communications regarding the group project submitted by a means other than the Group Project Discussion Thread, such as through e-mail (course or pipeline), in chat rooms, etc., will result in **NO credit (ZERO points)** for the project for all students in the group. The **group leader only** is responsible for posting the final project using the posting tool provided in Topic 9. Only the project posted using the posting tool will be graded. Therefore, be sure the version posted is the **FINAL** version.

**Course Assessments (Exams)**

All assessments (exams) will be administered online within this Moodle course:

- There are four exams that are graded and timed. They are **closed book** tests. These are accessed under Topics 1, 2, 3 and 4.
- Correct answers will not be provided. The student is expected to make note of incorrect answers and research the reading material for the correct answer.

The **availability dates for exams** are specified in the Course Calendar document and posted in the calendar within the course. The timeframe for each exam is available when you access the individual exam. Students will take each exam during the availability dates and times specified unless **prior arrangements** are made and approved by the course instructor. As in the submission of assignments, students are expected to take their own exams. **Honesty and integrity are expected of all students (see paragraph “Academic Honesty” below).** As computer access problems can occur, do NOT wait until the last possible minute to take an exam!! Remember, if you are logged into an exam at the time the exam closes, you will be locked out of the exam and your score will be based on the questions completed at that time.

**Late Assignment Policy**

Just as in a traditional class, it is the student’s responsibility to complete the assignments and exams as posted in the Course Calendar document. Time management in planning weekly activities, including business or personal travel, vacation, jury duty, family visits, work obligations, elective or planned medical procedures, holidays, etc. is critical to successful completion of this course.

In this class:

- **Due dates for all course deliverables** are posted in the Course Calendar document and certain dates will also be posted in the calendar within the course. Certain timeframes are also posted in the Course Calendar and others are available when you access the applicable posting tool. All students are responsible for monitoring and adhering to the due dates as posted unless prior arrangements have been made with the instructor.
- **There will be NO CREDIT (zero points) for late submissions.**
The instructor will handle student emergencies on an "as needed" basis.

Computer problems do occur so if it is your habit to work up until an assignment or exam deadline, do so at your own risk. All students should have a "back-up" computer plan in the event of hardware, software or technical difficulties unrelated to the SBCC system that can be invoked in a timely manner. The "back up" computer may be through another reliable source (e.g., workplace, public library, friends, etc).

**Chat Rooms**

Individual Chat Rooms are available for students to meet together and/or for student(s) to meet with the instructor to discuss assignments or to review lesson content together. Those who desire to meet in a chat room will arrange with one another a date and time to meet and select one of the chat room locations. Then on the prearranged date and time, the student will click on the Chat Room button; select the room in which they planned to meet; view the other members of the class participating in the chat; and then chat in a written format.

**PLEASE NOTE:** Chat Rooms are NOT to be used for the group project. ALL communications, discussions, and input regarding the group project MUST be posted using the Group Project discussion thread as described in the group project instructions. Communications regarding the group project submitted by a means other than the Group Project discussion thread, such as through e-mail (course or pipeline), in chat rooms, etc.; will result in NO credit (zero points) for the project for all students in the group.

**Accommodations for Students**

SBCC students with disabilities who are requesting accommodations for classes, college activities or tests should use the following SBCC procedure. (NOTE: This procedure also includes student requests to bring into classes personal service attendants who are not SBCC employees. This procedure also includes student requests to bring service animals into classes.)

[1] Contact Disabled Student Programs and Services (DSPS).
[2] Submit documentation of your disability to the DSPS office.
[3] Communicate with a DSPS counselor regarding options for services and accommodations.
[4] Reach written accommodation agreement with the DSPS counselor and your instructor.

Contact: DSPS office (805) 965-0581 x 2364, SS Building, room 160, dspshelp@sbcc.edu

SBCC requests you complete this process at least ten working days before your accommodation is needed, in order to allow DSPS staff time to provide your accommodation.

**Academic Honesty**

The instructor expects and trusts each student to maintain high standards of honesty and ethical behavior. All assignments submitted in fulfillment of the course
requirements must be the student’s own work. All assignments except those designated as "group" are meant to be individual efforts. Group efforts are meant to be equal efforts of all group members. It is assumed that students will perform professionally and honestly in preparing work for this class.

It is important that you **carefully read and understand** the SBCC document called “Academic Honesty Defined and Outlined.” This document is included under “Course Calendar, Syllabus, and Other Critical Documents for Students” located on your course home page.

According to Wikipedia, “plagiarism is the practice of claiming or implying original authorship of material which one has not actually created oneself, such as when a person incorporates material from someone else's work into his own work without attributing it. Within academia, plagiarism is seen as academic dishonesty and is a serious and punishable academic offense.”

The University of Phoenix puts it well in its policy on academic honesty.

"You must always submit work that represents your original words or ideas. If any words or ideas used in a class posting or assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used."

To avoid plagiarism, please go to the Owl of Purdue’s website at [http://owl.english.purdue.edu/owl/resource/589/03/](http://owl.english.purdue.edu/owl/resource/589/03/) and follow the important safe practice tips.

See also the AHIMA Code of Ethics included under the “Course Calendar, Syllabus, and Other Critical Documents for Students” icon. You may also click on the below link to access the document on the AHIMA website: [http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_024277.hcsp?dDocName=bok1_024277](http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_024277.hcsp?dDocName=bok1_024277).

**Grades**

Grades are assigned for distance-learning courses as in the courses provided on campus and will be figured into the student's grade point average (GPA). Final grades will be posted in Moodle. **Grades will be posted as soon as possible after the end of the semester. Do NOT contact the instructor regarding when grades will be posted.**

**Methods of Evaluation**

<table>
<thead>
<tr>
<th>Method</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threaded Lesson Discussion Participation</td>
<td>10 @ 0 - 5 each = maximum 50 points</td>
<td>12%</td>
</tr>
<tr>
<td>Examinations</td>
<td>4 @ 40 points each = 160 points</td>
<td>40%</td>
</tr>
<tr>
<td>ROI Policy &amp; Procedure Project (quiz)</td>
<td>30 points</td>
<td>7%</td>
</tr>
<tr>
<td>Project</td>
<td>Points</td>
<td>Percentage</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>ROI Accounting Log Project (quiz)</td>
<td>30</td>
<td>7%</td>
</tr>
<tr>
<td>ROI Training Project</td>
<td>35</td>
<td>9%</td>
</tr>
<tr>
<td>ROI Investigation Project</td>
<td>35</td>
<td>9%</td>
</tr>
<tr>
<td>Group Project</td>
<td>70</td>
<td>17%</td>
</tr>
<tr>
<td>Orientation Quiz and Other Activities</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>410</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grades will be calculated by placing the total points earned over the total points available. The total points available for this course are 410. After conversion to a percentage, a letter grade will be determined based on the following grading scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>369 – 410</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
<td>328 – 368</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
<td>287 – 327</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
<td>246 – 286</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>&lt; 246</td>
</tr>
</tbody>
</table>

**Credit Deadlines**

You will be expected to complete the distance learning courses within the regular semester period.

**An Important Note to All Students**

Since this is an online course, the instructor will use the course e-mail and the Announcements tool as the primary means of communication with the students. It is the student’s responsibility to regularly check these tools for announcements and instructions.

It is your responsibility to read and comply with all regulations outlined above. Any questions regarding these regulations should be addressed to:

Santa Barbara City College  
Health Information Technology  
721 Cliff Drive  
Santa Barbara, CA 93109-2394  
Telephone: 80- 965-0581, Ext. 2851  
HIT/CIM Office E-mail: onlineHITCIM@sbcc.edu.
About Your Instructor

Dr. Lynda Russell, EdD, JD, RHIA, CHP, graduated from the Medical College of Georgia with a BS degree in Medical Record Science in 1970. She sat for the national certification exam and became a Registered Record Librarian (RRL) that same year. The next year the certification was changed to Registered Record Administrator (RRA) and later changed again to the current credential of Registered Health Information Administrator (RHIA). Dr. Russell earned her Masters and Doctorate degrees in Educational Administration and Supervision in 1982 and 1986, respectively, from the University of Central Florida in Orlando. In 1991, she earned her Juris Doctor degree from the University of Florida in Gainesville. She sat for the California Bar in 1991 and obtained her license to practice law in California. Dr. Russell held an active Risk Management license in Florida from 1995 through March 31, 2008. In 2004, Dr. Russell successfully wrote the national certifying examination and holds the Certified in Healthcare Privacy (CHP) certification from AHIMA.

Over the years, Dr. Russell has held various positions in Health Information Management (HIM) including HIM director and manager positions. She was the director of the Health Information Administration Baccalaureate degree program at the University of Central Florida for 9 of the 11 years she was on the faculty. When she left the University in 1988 to return to Law School, she was a tenured Associate Professor. She practiced law in California for 3 years in the areas of products liability defense and hospital and healthcare law. Dr. Russell then served as the Director of Risk Management at Midway Hospital in Los Angeles, California. Before leaving there, she assumed the additional duties as Director of the Health Information Department. In 1998, Dr. Russell moved to a manager position in the Health Information Department (HID) at Cedars-Sinai Medical Center in Los Angeles. During her employment at Cedars-Sinai, she served as the interim director of the HID, as an educational coordinator in the Enterprise Information Systems Department, and as the Privacy Manager in the Corporate Compliance Department. Although Dr. Russell’s professional career spans a variety of non-traditional positions, HIM has always been her home base.

Dr. Russell has maintained close ties to her HIM profession and her HIM professional organizations. As such, she has been active on the local and state levels both in Florida and California. In Florida, she served as President of her local and state associations. She also held other offices and either chaired or served on numerous committees in the local and state associations. In California, she was President of the Southern California Health Information Association (SCHIA); served on the California Health Information Association (CHIA) Board of Directors for two (2) years (1996-98) and again for three (3) years (2004-07) including serving as CHIA President (2005-06). Dr. Russell has either chaired or served on many committees at the local and state levels.

On the national level, Dr. Russell has chaired or served on numerous committees. She chaired the American Health Information Management Association (AHIMA) Component State Association Advisory Task Force (2008). She chaired the AHIMA HIM Educational Strategy Committee (2003) with a goal to realign HIM formal educational programs to prepare students for the electronic health record environment. She has also served on and chaired other committees such as the AHIMA Research Committee, the Professional Development Committee, and the
AHIMA Triumph Awards Committee. Additionally, Dr. Russell served on the AHIMA Journal Editorial Advisory Board.

Other professional activities include publishing numerous HIM and HIPAA-related articles and making numerous presentations on these subjects on local, state and national levels. Dr. Russell is a contributing author to Health Information Management: Concepts, Principles, and Practice, a Health Information Administration textbook published by AHIMA; the Certified in Healthcare Privacy Examination Study Guide and Reference Manual and the HIPAA Privacy and Security Rules Guide, both CHIA publications. Further, Dr. Russell served as editor of the Subpoena Manual published by CHIA.

Dr. Russell is the recipient of professional awards including the Distinguished Member Award (2007) and the Literary Award (2004) bestowed by the California Health Information Association and the Distinguished Member Award (2002) from the Southern California Health Information Association. She also received the Literary Award (1989) and the Distinguished Service Award (1987) bestowed by the Florida Medical Record Association.

Good luck in the course!!