

ITT Technical Institute

HT104

Release of Personal Health Information

Onsite Course

SYLLABUS

Credit hours: 4

Contact/Instructional hours: 50 (30 Theory Hours, 20 Lab Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisites: HT102 Introduction to the Health Care Record or equivalent, HT105
Alternative Health Records or equivalent

Course Description:

This course is an introduction to the basic workings of the American legal system and the medical (health) record as evidence. The course examines federal and state privacy laws and regulations as well as organizational policies that define authorized access to patient health information. The course also focuses on organizational procedures for handling all types of authorized release of patient health information (ROI), including the use of specialized software applications to effectively manage that function. This course requires a laboratory component.

Syllabus: Release of Personal Health Information

Instructor:	_____
Office hours:	_____
Class hours:	_____

Major Instructional Areas

1. The American court system and legal procedures
2. Control and use of patient-specific health information
3. Release of patient health information
4. Health care fraud and abuse
5. Legal issues related to electronic health records and HIPAA

Course Objectives

1. Interpret the legal terms that are used in the context of laws related to release of personal health information.
2. Implement legal, regulatory, and organizational policy requirements related to release of personal health information.
3. Demonstrate an understanding of the process of releasing patient-specific information to authorized users.
4. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.
5. Apply policies and procedures for access to and disclosure of patient health information, on the basis of given scenarios.
6. Apply Institutional Review Board (IRB) processes and policies.
7. Investigate and recommend solutions to privacy issues or problems (paper and electronic records).
8. Apply and promote ethical standards of practice.
9. Demonstrate an understanding of the legal issues of health records, electronic health records, and HIPAA.
10. Use specialized software in the completion of health information management (HIM) processes related to release of personal health information.
11. Research the ITT Tech Virtual Library for more information about the developments in the field of HIM.

SCANS Objectives

SCANS is an acronym for Secretary's Commission on Achieving Necessary Skills. The committee, created by the National Secretary of Labor in the early 1990s, created a list of skills and competencies that the committee feels are necessary for employees to function in a high-tech job market.

1. Demonstrate the ability to acquire and evaluate information.
2. Display the capacity for organizing and maintaining information.
3. Demonstrate the aptitude for interpreting and communicating information.
4. Demonstrate the ability to use computers to process information.
5. Demonstrate competence in working with systems.
6. Display responsibility, sociability, integrity, and honesty.

Course Outline

Note: All graded activities, except the Projects and Final Exam, are listed below in the pattern of <Unit Number>.<Assignment Number>. For example, Lab 1.2 refers to the 2nd lab activity in Unit 1.

Unit	Activities
1— Introduction to Health Information Management Law and the Legal System	<ul style="list-style-type: none"> • Content Covered: <i>Fundamentals of law for health informatics and information management:</i> <ul style="list-style-type: none"> ○ Chapter 1, “Introduction to the Fundamentals of Law for Health Informatics and Information Management” ○ Chapter 2, “The Legal System in the United States” • Labs: 1.1, 1.2 • Assignments: 1.1
2—Civil Procedure and Evidence	<ul style="list-style-type: none"> • Read from <i>Fundamentals of law for health informatics and information management:</i> <ul style="list-style-type: none"> ○ Chapter 3, “Civil Procedure” ○ Chapter 4, “Evidence” • Labs: 2.1 • Assignments: 2.1, 2.2
3—Tort Law	<ul style="list-style-type: none"> • Read from <i>Fundamentals of law for health informatics and information management:</i> • Chapter 5, “Tort Law”Project 1: Start • Labs: 3.1
4—Corporations, Contracts, and Anti-Trust Legal Issues and Consent to Treatment	<ul style="list-style-type: none"> • Read from <i>Fundamentals of law for health informatics and information management:</i> <ul style="list-style-type: none"> ○ Chapter 6, “Corporations, Contracts, and Anti-Trust Legal Issues” ○ Chapter 7, “Consent to Treatment” • Exams: 4.1 • Project 2, Part 1: Start • Assignments: 4.1
5—The Legal Health Record	<ul style="list-style-type: none"> ○ Chapter 8, “The Legal Health Record: Maintenance, Content, Documentation and Disposition • • Project 1: Submit • Assignments: 5.1 • Labs: 5.1 •
6---HIPAA Privacy Rule	<ul style="list-style-type: none"> • Read from <i>Fundamentals of law for health informatics and information management:</i> <ul style="list-style-type: none"> ○ Chapter 9, “ The HIPAA Privacy Rule • Project 3: Start • Labs: 6.1, 6.2
7—HIPAA Security Rule	<ul style="list-style-type: none"> • Read from <i>Fundamentals of law for health informatics and information management:</i> <ul style="list-style-type: none"> ○ ○ Chapter 10, “The HIPAA Security Rule” ○ Chapter 11, “Security Threats and Controls” • Assignments: 7.1 • Project 2, Part 1: Submit

Unit	Activities
	<ul style="list-style-type: none"> Exams: 7.1
8—Access, Requests, Disclosure, and Required Reporting of Health Information	<ul style="list-style-type: none"> Read from <i>Fundamentals of law for health informatics and information management</i>: <ul style="list-style-type: none"> Chapter 12, “Access, Requests, and Disclosure/Release of Health Information” Chapter 13, “Required Reporting and Mandatory Disclosure Laws” Project 2, Part 2: Start Labs: 8.1, 8.2
9—Risk Management, Quality Improvement, and Corporate Compliance	<ul style="list-style-type: none"> Read from <i>Fundamentals of law for health informatics and information management</i>: <ul style="list-style-type: none"> Chapter 14, “Risk Management and Quality Improvement” Chapter 15, “Corporate Compliance” Project 3: Submit Labs: 9.1, 9.2
10—Medical Staff and Workplace Law	<ul style="list-style-type: none"> Read from <i>Fundamentals of law for health informatics and information management</i>: <ul style="list-style-type: none"> Chapter 16, “Medical Staff” Chapter 17, “Workplace Law” Exams: 10.1 Project 2, Part 2: Submit Labs: 10.1
11—Course Review and Final Exam	<ul style="list-style-type: none"> Course Review Final Exam

Instructional Methods

This course provides information about the role of a health information professional in maintaining the confidentiality and security of the health information of each patient. In addition, this course covers the legal uses of health records as well as legal issues with electronic health records, HIPAA, and other legal requirements for maintaining privacy and security of health records.

To help achieve this goal, the course uses a mix of class activities and assignments that will familiarize students with various aspects of the legal system in the United States. The following strategies are used in this course:

- An overall assessment strategy that includes assignments, research on medical legal information from various sources, exams at regular intervals, projects, and a comprehensive final exam.
- Application- and research-based labs are used to enable the students to apply concepts taught in class and to provide insight into the actual work environment of a health care professional.

Instructional Materials and References

Student Textbook Package

- Brodnik, M. S., McCain, M. C., Rinehart-Thompson, L. A., & Reynolds, R. B. (2012). *Fundamentals of law for health informatics and information management*. Chicago: AHIMA.
- Brodnik, M. S. (2012). CD-ROM accompanied with *Fundamentals of law for health informatics and information management*. Chicago: AHIMA.

References

ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library at <http://www.library.itt-tech.edu/> to access online books, journals, and other reference resources selected to support ITT Tech curricula.

Books

You may click “Books” or use the “Search” function on the home page to find the following books.

- Books 24x7
 - J.J. Keller & Associates, Inc. (2009). *HIPAA compliance manual*. Neenah, WI: J.J. Keller & Associates.
- NetLibrary
 - Harris, D. M. (2008). *Contemporary issues in healthcare law and ethics* (3rd ed.). Chicago: Health Administration Press.

Periodicals

- Schwenzer, K. (2008, October). Practical tips for working effectively with your institutional review board. *Respiratory Care*, 53(10), 1354-1361. Retrieved from EbscoHost CINAHL Plus with Full Text database.

School of Health Sciences (under the School of Study menu)

- Recommended Links
 - Centers for Medicaid and Medicare Services
 - Health Care Administrative Simplification
 - HIM Connection
 - Medical Privacy – HIPAA
 - National Library of Medicine Gateway
- Professional Organizations
 - American Health Information Management Association
 - American Hospital Association
 - American Medical Informatics Association
 - Healthcare Information and Management Systems Society

Other References

The following resources may be found **outside** of the ITT Tech Virtual Library, whether online or in hard copy.

Books

- Johns, M. L. (2011). *Health information management technology: An applied approach* (3rd ed.). Chicago: American Health Information Management Association.

Periodicals

- Advance for Health Information Professionals
- For the Record

Web sites

- Agency for Healthcare Research and Quality
<http://www.ahrq.gov/>
- American Health Information Management Association (AHIMA)
<http://www.ahima.org>
- AHIMA HIM Body of Knowledge FORE Library
http://library.ahima.org/xpedio/groups/public/documents/web_assets/bok_home.hcsp
- American Health Lawyers Association
<http://www.healthlawyers.org>
- Code of Federal Regulations
<http://www.gpoaccess.gov/cfr/retrieve.html>
- Federal Register
<http://www.gpoaccess.gov/fr/index.html>
- FindLaw (Resource for locating laws and legal information)
<http://www.findlaw.com/>
- HIPAA
<http://www.hipaa.org/>
- Joint Commission on Accreditation of Health Care Organizations
<http://www.jointcommission.org/>
- Library of Congress
<http://www.loc.gov/index.html>
- Library of Congress THOMAS
<http://thomas.loc.gov/>
- State Legislature Web Sites (See appendix J, *State Legislative Web Sites*, on pp. 451-452 in your textbook)
- USA.gov (Resource for locating government Web information)
<http://www.usa.gov/>
- U.S. Department of Health & Human Services - Health Information Privacy
<http://www.hhs.gov/ocr/privacy/>
- U.S. Department of Health & Human Services – Office of the Inspector General
<http://www.oig.hhs.gov/>

All links to Web references outside of the ITT Tech Virtual Library are always subject to change without prior notice.

Course Evaluation and Grading

Evaluation Criteria Table

The final grades will be based on the following categories:

CATEGORY	WEIGHT
Assignments	20%
Labs	20%

CATEGORY	WEIGHT
Projects	25%
Exams	20%
Final Exam	15%
Total	100%

Note: Students are responsible for abiding by the Plagiarism Policy.

Grade Conversion Table

The final grades will be calculated from the percentages earned in the course, as follows:

A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	<60%	0.0

HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES

Domains, Subdomains, and Tasks	Curriculum Course(s) in Which Task is Covered																
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT202	HT200	HT203	HT204	HT205	HT206	HT211	HT212
I. Domain: Healthcare Data Management																	
A. Subdomain: Health Data Structure, Content and Standards																	
1. Collect and maintain health data (such as data elements, data sets, and databases).			A ✓		A ✓			✓			A ✓			✓			
2. Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.			A ✓		A ✓						A ✓						
3. Apply policies and procedures to ensure the accuracy of health data.			A ✓		A ✓						A ✓						
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.	A ✓		A ✓		A ✓			✓			A ✓						
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.			A ✓		A ✓			✓			A ✓	✓		✓	✓		
B. Subdomain: Healthcare Information Requirements and Standards																	
1. Monitor and apply organization-wide health record documentation guidelines.			A ✓		A ✓						A ✓						✓
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.			A ✓		A ✓						A ✓			✓			✓
3. Report compliance findings according to organizational policy.			✓		✓						A ✓						✓
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.			✓		✓						A ✓						✓
5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.			✓		✓						A ✓						✓
C. Subdomain: Clinical Classification Systems																	
1. Use and maintain electronic applications and work processes to support clinical classification and coding.											A ✓		✓		✓		
2. Apply diagnosis/procedure codes using ICD-9-CM.											A ✓						✓
3. Apply procedure codes using CPT/HCPCS.													A ✓		✓		
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.											A ✓			A	✓		
5. Adhere to current regulations and established guidelines in code assignment.											A ✓		✓	A ✓	✓		
6. Validate coding accuracy using clinical information found in the health record.											A ✓		✓	A	✓		
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on).											✓			A	✓		
8. Resolve discrepancies between coded data and supporting documentation.											A ✓		✓	A ✓	✓		

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D. Subdomain: Reimbursement Methodologies																	
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.										✓				✓	✓		
2. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.										✓				✓	✓		
3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.										✓			✓	✓	✓		
4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.														A ✓	✓		
II. Domain: Health Statistics, Biomedical Research and Quality Management																	
A. Subdomain: Healthcare Statistics and Research																	
1. Abstract and maintain data for clinical indices/databases/registries.										✓	A ✓	A ✓			✓		
2. Collect, organize and present data for quality management, utilization management, risk management, and other related studies.											A ✓				✓	✓	
3. Compute and interpret healthcare statistics.						✓					A ✓					✓	
4. Apply Institutional Review Board (IRB) processes and policies.									✓							✓	
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.						✓			✓			A ✓	✓		✓	✓	
B. Subdomain: Quality Management and Performance Improvement																	
1. Abstract and report data for facility-wide quality management and performance improvement programs.															✓	✓	
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.															✓	✓	
III. Domain: Health Services Organization and Delivery																	
A. Subdomain: Healthcare Delivery Systems																	
1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.					A ✓										✓		
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.			A ✓		A ✓										✓	✓	
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.					A ✓									✓	✓		

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4. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.					A ✓						A ✓			✓		✓	
B. 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.									✓		A ✓						
3. Release patient-specific data to authorized users.									✓		A ✓						
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.									✓		A ✓						
5. Conduct privacy and confidentiality training programs.									A ✓		A ✓						
6. Investigate and recommend solutions to privacy issues/problems.									A ✓		A ✓						
7. Apply and promote ethical standards of practice.			A ✓		A ✓				A ✓	A ✓	A ✓		✓	✓	✓	✓	
IV. Domain: Information Technology & Systems																	
A. Subdomain: Information and Communication Technologies																	
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.			✓		A ✓			✓			A ✓			A ✓	✓	✓	
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.			A ✓		A ✓	✓			✓		A ✓			A ✓	✓	✓	✓
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.			A ✓		A ✓			✓	✓	✓	A ✓		A ✓	A ✓	✓	✓	
4. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.			✓					✓						✓	✓		
B. Subdomain: Data, Information, and File Structures																	
1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet departmental needs.								✓									
C. Subdomain: Data Storage and Retrieval																	
1. Use appropriate electronic or imaging technology for data/record storage.			✓								A ✓				✓		
2. Query and generate reports to facilitate information retrieval.			A ✓					✓							✓		
3. Design and generate reports using appropriate software.			✓			✓		✓			A ✓			✓	✓	✓	

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4. Maintain archival and retrieval systems for patient information stored in multiple formats.			✓					✓									
5. Coordinate, use and maintain systems for document imaging and storage.			✓						✓		A ✓						
D. Subdomain: Data Security																	
1. Apply confidentiality and security measures to protect electronic health information.								A ✓	A ✓		A ✓					✓	
2. Protect data integrity and validity using software or hardware technology.			✓					A ✓	A ✓		A ✓					✓	
3. Apply departmental and organizational data and information system security policies.								A ✓	A ✓		A ✓					✓	
4. Use and summarize data compiled from audit train and data quality monitoring programs.								✓									✓
5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.								A ✓	✓								✓
E. Subdomain: Healthcare Information Management																	
1. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.								✓									
2. Use the principles of ergonomics and human factors in work process design.																✓	✓
V. Domain: Organizational Resources																	
A. Subdomain: Human Resources																	
1. Apply the fundamentals of team leadership.											✓				✓		✓
2. Organize and contribute to work teams and committees.											A ✓				✓	✓	✓
3. Conduct new staff orientation and training programs.																	✓
4. Conduct continuing education programs.											A ✓				✓		✓
5. Monitor staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.															✓		✓
6. Communicate benchmark staff performance data.																✓	✓
7. Prioritize job functions and activities.															✓		✓
8. Use quality improvement tools and techniques to monitor, report and improve processes.						✓									✓	✓	✓
B. Subdomain: Financial and Physical Resources																	
1. Make recommendations for items to include in budgets and contracts.		A ✓															✓
2. Monitor and order supplies needed for work processes.																	✓
3. Monitor coding and revenue cycle processes.														✓	✓		✓
4. Recommend cost-saving and efficient means of achieving work processes and goals.																	✓
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.															✓		✓

* HS210 and HS220 are equivalent to GE258 and GE259 respectively.
A=application; ✓= teach

