



**Course Syllabus**

**HITT 1353**

**Legal and Ethical Aspects of Health Information**

\*\*\*\*\* Note to Student \*\*\*\*\*

Student Success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Assistant Dean of Workforce Training, or the Dean of Workforce, as soon as possible. Their contact information is provided below:

<p><i>Julia Garcia, Dean of Workforce Training</i>                  (830) 569-4222 X1202  <a href="mailto:jgarcia@coastalbend.edu">jgarcia@coastalbend.edu</a></p>	<p><i>Noemi Aguilar, Assistant Dean of Workforce Training</i>                  (361) 354-2306                  aguilar@coastalbend.edu</p>
	<p><i>Coordinator of Professional Services: Juanita Dominguez: (361) 664-2981 X 3028</i>                  juanita@coastalbend.edu</p>

*"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the Assistant Dean. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."*

*We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.*

*Keeping student success in sight, faculty in each of the courses will review with students, course information with specific reading schedules, assignments, and testing information during the first week of class. Additionally, the course information will be posted to Blackboard (THECB 60x30TX compliance).*

**Course Description:**

Concepts of privacy, security, confidentiality, ethics, and health care legislation, and regulations relating to the maintenance and use of health information in both paper and electronic form.

**Semester Hour Credits: 3**

**Lecture/Lab Hours 2 / 4**

**Textbook:** McWay, *Legal & Ethical Aspects of Health Information Management*: 4th edition. Cengage Learning

ISBN 978-1-285-86738-0

**End of Course Outcomes:**

Upon completion of this course the student will:

1. Have a general understanding of law and the judicial process.
2. Have an overview of ethics and ethical issues related to health care.
3. Be able to discuss the areas of risk, quality, and utilization management as they relate to health care.
4. Understand and apply the principles of privacy and confidentiality as it relates to health care information.
5. Identify and understand local, state, and federal regulations and laws that relate to health care information legal issues.
6. Apply local, state, and federal standards and regulations for the control and use of health information.
7. Demonstrate appropriate health information disclosure practices and identify and discuss ethical issues in health care.

**Teaching Methods:**

1. Lecture
2. Discussion Assignments
3. Class tests
4. Lab Work

**Evaluation Methods**

1. Classroom Activities
2. Exams {assessments}
3. Comprehensive Final

**Student Learning Outcomes:** Lecture

Social Responsibility is demonstrated by *knowledge of civic responsibility* in understanding the role of the health care administrator as custodian of health care information in application of laws related to

privacy and confidentiality of that information. Personal Responsibility is demonstrated by an understanding how the code of ethics for health professionals and for medical coders that is given by the American Health Information Association {AHIMA} relates to making *choices*, taking *actions*, and their *consequences* in personal *ethical decisions*.

**Assessment:**

The assessment will be conducted using an assessment: covering the basic principles and laws and the content of the law and the ethical codes as written by AHIMA to examine the practical meaning of the ethical codes.

**Target:** At least 90% of the students will score 75% or higher on assessment 1 and 2.

**Student Learning Objective:** Lab –

The student will demonstrate a knowledge of the basic terminology related to the legal system, laws, and the judicial process.

**Assessment:**

The assessment will be conducted using an examination:

1. An assignment where the student will define certain key legal terms or identify their meaning as it relates to health information.

**Target:**

At least 90% of the students will score 75% or higher on the assessment.

Detailed Syllabus

Week	Subject	Learning Activity – Each Chapter follows the same work flow
One	Chapter 1 - The workings of the American Legal System - law and the government.	Lecture Task One - Read Chapter
Two	The Court System and Legal Procedures.	Task Two – Chapter Quiz {some chapters may not have one}
Three	Chapter 3 - Judicial Process of Health Information	Task Three – Chapter Discussion Question
Four	Chapter 4 - Principles of Liability	Lab Work – 1. Prepare Flash Cards for vocabulary 2. – Take the Glossary Quizzes
Five	Chapter 5 - Ethical Standards	Lecture One of the week covers the theory behind the chapter and lecture two of the week examines practical applications of the theory.
Six	Chapter 6 - Ethical Decisions and Challenges	

Seven	Chapter 7 - Bioethics	
Eight	Chapter 8 - Patient Record Requirements	
Nine	Chapter 9 Confidentiality and Informed Consent	
Ten	Chapter Ten - Access to Health Information	
Eleven	Chapter 11 - Specialized Patient Records	
Twelve	Chapter 12 - Risk Management - Quality Management - Utilization Management	
Thirteen	Chapter 13 -Information Systems	
Fourteen	Chapter 14 - Health Care Fraud and Abuse.	
Fifteen	Chapter 15 -Law and Ethics in the Workplace	
Sixteen	Tests: the final review for the course.	

**Technical Support:**

Email Support:	<a href="mailto:helpdesk@coastalbend.edu">helpdesk@coastalbend.edu</a> <a href="mailto:cabrigo@coastalbend.edu">cabrigo@coastalbend.edu</a> <a href="mailto:ycharles@coastalbend.edu">ycharles@coastalbend.edu</a>
Telephone Support:	<b>866-722-2838 ext. 2508 (Toll Free)</b> <b>361.354.2508 (Direct Line)</b>
<a href="#">Live Chat:</a>	<b>Fall/Spring Hours: Monday-Thursday 8 a.m. to 8 p.m.; Friday 8 a.m. to 5 p.m.</b> <b>Summer Hours: Monday-Thursday 7 a.m. to 6 p.m.</b>

**Tutoring Services:** Coastal Bend College offers free tutoring services to all CBC students who need academic assistance. Services include One-on-One, Group, and Online tutoring to all current CBC students. The Tutoring Coordinator’s office is at CBC-Beeville in the Student Success Center (SSC), Room 140 which is in the R.W. Dirks building. The SSC’s hours of operation are Monday -Thursday from 8 am – 8 pm. Tutoring services are also available at all the CBC site locations and students can visit the site’s SSC. For questions regarding tutoring services, please contact the CBC Tutoring Coordinator at (361) 354-2838 ext. 2578 or visit us at our website at: <http://coastalbend.edu/tutoring/>.

Beeville	Alice	Kingsville	Pleasanton
<b>3800 Charco Road Beeville, TX 78102 1-866-722-2838</b>	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	1411 Bensdale Pleasanton, TX 78064 1-866-361-4222

**Grady C. Hogue Learning Resource Center (Library):** Located on the Beeville campus, the operation hours are Monday - Thursday 8:00 a.m. - 6:00 p.m.; Friday 8:00 a.m.- 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours.) For locations and hours of CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page links below.

Grady C. Hogue Learning Resource Center (Library): <http://lrc.coastalbend.edu/about>

Online Catalog : <http://lrc.coastalbend.edu/catalog>

Library Website: <http://lrc.coastalbend.edu/about>

Hours and Locations: <http://lrc.coastalbend.edu/hours>

Pleasanton Public Library: <https://pleasanton.biblionix.com/>

115 N. Main St., Pleasanton, TX 78064

Monday – Friday 9:00 a.m. – 6:00 p.m.

Saturday 9:00 a.m. – 1:00 p.m.

**Financial Aid:** Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at [www.coastalbend.edu/finaid](http://www.coastalbend.edu/finaid) or contact us at 361-354-2238. Office hours: Monday-Thursday 7-6 and Friday 8-5 (*THECB 60x30TX compliance.*)

**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GA \(Legal\)](#)

**Students with Disabilities:** Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Student Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Disability Services (SSB 4.104, 471-6259). For more information contact (361) 354-2300.

**Scholastic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies [FLB \(Local\)](#)

and [FM \(Local\)](#). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

**Use of E-mail for Official Correspondence to students:** All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical. CBC email format: last name with last four digits of social security number [@study.coastalbend.edu](mailto:@study.coastalbend.edu) and password is your student ID (ex. [cougar1234@study.coastalbend.edu](mailto:cougar1234@study.coastalbend.edu)).

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**Intellectual Property: Student /Third Party Works:** Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu).

**NOTE:** The College website ([www.coastalbend.edu](http://www.coastalbend.edu)) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

(1-9-2018)