COMMON COURSE OUTLINE: Course discipline/number/title: HIMC 2800: Legal Aspects of Health Information

A. CATALOG DESCRIPTION
   1. Credits: 2
   2. Hours/Week: 2
   3. Prerequisites (Course discipline/number): BTEC 1001, on-line tutorial, or the instructor’s permission is required when the course is offered online, HIMC 1840. College-level reading and writing skills.
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

This course covers the application of legal principles, policies, regulations, and standards for the control and usage of consent and release of information forms used in medical facilities. Ethical and bioethical practices will be explored. An overview of current health legislation will be included.

B. DATE LAST REVISED (Month, year): May, 2008

C. OUTLINE OF MAJOR CONTENT AREAS:
   Application of legal principles, policies, regulations, and standards for the control and usage of consent and release of information forms used in the medical office. Ethical and bioethical practices will be explored.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Demonstrate an understanding of the organization and responsibilities of each branch of our government.
   2. Describe the court system.
   3. Describe the legal process.
   4. Define health-care relationships.
   5. Describe liability theories, defenses, and limitations.
   6. Describe what the legal requirements and general guidelines are for the health record and retention of health records.
   7. Be able to recite why the health record is considered a legal document.
   8. Identify ownership of a health record.
   9. Describe who is authorized to access the health record.
  10. Describe who is authorized to document in the health record.
  11. Apply rules of making corrections to entries in the health record.
  12. Define confidentiality of the health record as it relates to constitutional, statutory, and common law bases.
  13. Demonstrate what elements constitute an adequate consent of release information.
  14. Identify in what situations a consent for release of information is not required.
  15. Identify who is authorized to sign a consent to release information.
  16. List which elements must be included in a patient consent.
  17. Identify who is authorized to sign a patient consent and in what situations is consent not necessary.
  18. Describe what the legal reporting requirements are.
  19. Demonstrate appropriate responses to subpoenas and court orders involved the health records as possible evidence.
  20. Describe clear understanding of the patient’s rights and responsibilities.
  21. Demonstrate what constitutes fraud and abuse in healthcare, especially in the HIM department.
  22. Detail steps that can be taken to identify and prevent fraud and abuse.
  23. Describe key points in the Health Insurance Portability and Accountability Act, including the privacy legislation.
  24. Describe management of specialized health records such as drug and alcohol abuse, mental health, developmental disability, home health care, and HIV.
  25. Identify legal issues with risk management such as incident reports.
  26. Identify legal issues with quality assurance such as peer review privileges and national practitioner data bank.
  27. Describe special liability issues with computerized patient records.
  28. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.
  29. Apply policies and procedures for access and disclosure of personal health information.
  30. Release patient-specific data to authorized users.
  31. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
D. LEARNING OUTCOMES (GENERAL): Continued . . . The student will be able to:
32. Conduct privacy and confidentiality training programs.
33. Investigate and recommend solutions to privacy issues/problems.
34. Apply and promote ethical standards of practice.
35. Explain legal terminology for layperson understanding.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. On-line discussions
   2. Textbook assignments
   3. Papers
   4. Tests

G. SPECIAL INFORMATION (if any): None