

Syllabus

Course Overview

This course is designed to teach the legal landscape of the health care industry, including the impact of HIPAA on health data-sharing. You are asked to consider security and privacy as it relates to gathering and sharing health-related data and to understand the legal constraints of using that data outside of treatment, payment, and health operations.

Course Competencies

(Read Only)

To successfully complete this course, you will be expected to:

- 1 Describe the purposes and scope of the Health Information Portability and Accountability Act (HIPAA).
- 2 Integrate privacy rules and regulations into health information management processes.
- 3 Analyze the relationship between security and privacy in health care.
- 4 Analyze legal and ethical implications related to Health Information Management.
- 5 Communicate effectively in a professional and ethical manner.

Course Prerequisites

Prerequisite(s): HIM4610.

Syllabus >> Course Materials

Required

The materials listed below are required to complete the learning activities in this course.

Integrated Materials

Many of your required books are available via the VitalSource Bookshelf link in the courseroom, located in your Course Tools. Registered learners in a Resource Kit program can access these materials using the courseroom link on the Friday before the course start date. Some materials are available only in hard-copy format or by using an access code. For these materials, you will receive an email with further instructions for access. Visit the [Course Materials](#) page on Campus for more information.

eBook

Oachs, P. K., & Watters, A. L. (Eds.). (2016). *Health information management: Concepts, principles, and practice* (5th ed.). Chicago, IL: AHIMA Press. ISBN: 9781584265146.

Book

Library

The following required readings are provided in the Capella University Library or linked directly in this course. To find specific readings by journal or book title, use [Journal and Book Locator](#). Refer to the [Journal and Book Locator library guide](#) to learn how to use this tool.

- AHC Media. (2016). [Patient's signature on AMA form won't stop successful lawsuit](#). *ED Legal Letter*, 27(11), 13–15.
- Anonymous. (2009). [HIPAA privacy changes may bring more enforcement](#). *HR Focus*, 86(5), 12.
- Ardito, S. C. (2013). [Seeking consumer health information on the Internet](#). *Online Searcher*, 37(4), 45–48.
- Baker, C. (2010). [Social networking sites versus HIPAA](#). *Oklahoma Nurse*, 55(4), 11.
- Baldwin-Stried Reich, K. (2012). [Trends in e-discovery: Four cases provide a glimpse of healthcare litigation's future](#). *Journal Of AHIMA*, 83(5), 44-46.
- Bergen, C., & Stivers, T. (2013). [Patient disclosure of medical misdeeds](#). *Journal of Health & Social Behavior*, 54(2), 221–240.
- Birnbaum, C. (2012). [The changing face of release of information](#). *For The Record (Great Valley Publishing Company, Inc.)*, 24(22), 14–17.
- Bock, L. J., Demster, B., Dinh, A., Gorton, E., & Lantis, J. R. (2008). [Management practices for the release of information](#). *Journal of AHIMA*, 79(11), 77–80.
- Carrión Señor, I., Fernández-Alemán, J. L., & Toval, A. (2012). [Are personal health records safe? A review of free web-accessible personal health record privacy policies](#). *Journal of Medical Internet Research*, 14(4), e114.
- Chapman, S. (2017). [Make patient privacy a priority](#). *For The Record (Great Valley Publishing Company, Inc.)*, 29(2), 18–21.
- Clark, L. W., & Bilimoria, N. M. (2013). [How HIPAA final rules affect health information technology vendors](#). *The Journal of Medical Practice Management : MPM*, 29(1), 56.
- Esain, A. E., Williams, S. J., Gakhal, S., Caley, L., & Cooke, M. W. (2012). [Healthcare quality improvement – Policy implications and practicalities](#). *International Journal of Health Care Quality Assurance*, 25(7), 565–81.
- Foley, M., & Christensen, M. (2016). [Negligence and the duty of care: A case study discussion](#). *Singapore Nursing Journal*, 43(1), 7–11.
- Freymann, J. B., Kirby, J. S., Perry, J. H., Clunie, D. A., & Jaffe, C. C. (2012). [Image data sharing for biomedical Research—Meeting HIPAA requirements for de-identification](#). *Journal of Digital Imaging*, 25(1), 14–24.
- Gandy, W. (2011). [Privileged communications: Fact or myth?](#) *EMS World*, 40(9), 16–18.
- Glondys, B. A., & Kadlec, L. (2016). [EHRs serving as the business and legal records of healthcare organizations. \(2016 Update\)](#). *Journal of AHIMA*, 87(5), 42–44.
- Goldstein, M. (2010). [Health information technology and the idea of informed consent](#). *Journal of Law Medicine & Ethics*, 38(1), 27–35.
- Goodwin, K. D., Taylor, M. M., Fuse Brown, E. C., Winscott, M., Scanlon, M., Hodge, J. G., . . . England, B. (2012). [Protecting adolescents' right to seek treatment for sexually transmitted diseases without parental](#)

- [consent: The Arizona experience with Senate Bill 1309](#). *Public Health Reports* (1974-), 127(3), 253–258.
- Goodwin, M. (2016). [Vulnerable subjects: Why does informed consent matter?](#) *Journal of Law, Medicine & Ethics*, 44(3), 371–380.
 - Greene, A. H. (2012). [HIPAA compliance for clinician texting](#). *Journal of AHIMA*, 83(4), 34–36.
 - Griffith, R. (2007). [Understanding confidentiality and disclosure of patient information](#). *British Journal of Community Nursing*, 12(11), 530–534.
 - Grzybowski, D. M. (2015). [Documentation disasters: Are you a lemming or a leader?](#) *Medical Records Briefing*, 30(10), 11–14.
 - Grzybowski, D. M. (2015). [Return on investment for your legal health record](#). *Medical Records Briefing*, 30(7), 9–11.
 - Haugen, M., Tegen, A., & Warner, D. (2011). [Fundamentals of the legal health record and designated record set](#). *Journal of AHIMA*, 82(2), 44–49.
 - HCPro. (2015). [Hospitals continue to rely on internal release of information staff](#). *Medical Records Briefing*, 30(1), 1–8.
 - Johnson, J. (2016). [Create 'culture of privacy' in patient access areas](#). *Hospital Access Management*, 35(3), 30–31.
 - Kirsch, N. R. (2016). [Ethics in practice. First do no harm?](#) *PT in Motion*, 8(11), 10–12.
 - Kyoung-Hwan, K. (2010). [Understanding the consistent use of internet health information](#). *Online Information Review*, 34(6), 875–891.
 - Lambert, B. L., Centomani, N. M., Smith, K. M., Helmchen, L. A., Bhaumik, D. K., Jalundhwala, Y. J., & McDonald, T. B. (2016). [The "seven pillars" response to patient safety incidents: Effects on medical liability processes and outcomes](#). *Health Services Research*, 51, 2491–2515.
 - Latner, A. W. (2015). [Legal advisor: A costly HIPAA violation](#). *Clinical Advisor*, 18(10), 108–110.
 - McDavid, J., & Bowen, R. (2012). [Everyday risk... Protecting against breach in release of information](#). *Journal of AHIMA*, 83(4), 26–30.
 - Moore, A. D. (2010). [Privacy, public health, and controlling medical information](#). *HEC Forum*, 22(3), 225–240.
 - O'Connor, J., & Matthews, G. (2011). [Informational privacy, public health, and state laws](#). *American Journal of Public Health*, 101(10), 1845–1850.
 - Peterson, A. M. (2012). [Medical record as a legal document, part 1: Setting the standards](#). *Journal of Legal Nurse Consulting*, 23(2), 9–17.
 - Peterson, A. M. (2013). [Medical record as a legal document, part 2: Meeting the standards](#). *Journal of Legal Nurse Consulting*, 24(1) 4–10.
 - Reber, E. (2011). [Five steps to achieving HIPAA compliance](#). *Biomedical Instrumentation & Technology*, 45(5), 360–363.
 - Rock, M. J., & Hoebeke, R. (2014). [Informed consent: Whose duty to inform?](#) *MEDSURG Nursing*, 23(3), 189–194.
 - Rode, D. (2012). [Charting HIPAA's course](#). *Journal of AHIMA*, 83(2), 18, 20.
 - Rothstein, M. A. (2013). [HIPAA Privacy Rule 2.0](#). *Journal of Law, Medicine & Ethics*, 41(2), 525–528.
 - Rubel, A. (2012). [Justifying public health surveillance: Basic interests, unreasonable exercise, and privacy](#). *Kennedy Institute of Ethics Journal*, 22(1), 1–33.
 - Schaeffer, J. (2016). [Poor documentation: Why it happens and how to fix it](#). *For The Record* (Great Valley Publishing Company, Inc.), 28(5), 12–15.
 - Seegert, L. (2017). [Malpractice pitfalls](#). *Contemporary OB/GYN*, 62(2), 37–40.

- Sharpe, V. A. (2005). [Privacy and security for electronic health records](#). *The Hastings Center Report*, 35(6), 1–49.
- Tarzian, A. J., & Wocial, L. D. (2015). [A code of ethics for health care ethics consultants: Journey to the present and implications for the field](#). *American Journal of Bioethics*, 15(5), 38–51.
- Taylor, L. B. (2013). [Where quality and healthcare meet](#). *Journal of AHIMA*, 84(6), 54–55.
- Ved, V. (2010). [Personal health record system and integration techniques with various electronic medical record systems \(Master's thesis\)](#). Available from ProQuest Dissertations and Theses. (UMI No. 1484577).
- Walsh, T. (2011). [Security audits of electronic health information \(updated\)](#). *Journal of AHIMA*, 82(3), 46–50.
- Wartenberg, D., & Thompson, W. D. (2010). [Privacy versus public health: The impact of current confidentiality rules](#). *American Journal of Public Health*, 100(3), 407–412.
- Witt, C. (2011). [HIPAA versus the cloud](#). *Journal of Health Care Compliance*, 13(5), 57–58, 68.

External Resource

Please note that URLs change frequently. While the URLs were current when this course was designed, some may no longer be valid. If you cannot access a specific link, contact your instructor for an alternative URL. Permissions for the following links have been either granted or deemed appropriate for educational use at the time of course publication. (AHIMA articles copyright 2010 by the American Health Information Management Association. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, photocopying, recording or otherwise without prior permission from the publisher.)

- AHIMA e-HIM Work Group on Defining the Legal Health Record. (October 2005). [The legal process and electronic health records](#). *Journal of AHIMA*, 76(9), 96A-D [expanded online version].
- AHIMA. (2018). [Ethics](#). Retrieved from <http://www.ahima.org/about/aboutahima?tabid=ethics>
- Healthcare Scene. (2014). [The legal health record with Mary Beth Haugen, RHIA, MS \[Video\]](#). Retrieved from <https://www.youtube.com/watch?v=l13x1GDcwJ8>
- Office of Civil Rights Department of Health and Human Services. (n.d.). [Frequently asked questions](#). Retrieved from <http://www.hhs.gov/ocr/privacy/hipaa/faq/index.html>
- Office of Civil Rights Department of Health and Human Services. (n.d.). [Submitting notice of a breach to the secretary](#). Retrieved from <https://www.hhs.gov/hipaa/for-professionals/breach-notification/breach-reporting/index.html>
- Organization of Legal Professionals. (2014). [E-discovery in healthcare: What legal and healthcare professionals need to know \[Video\]](#). | [Transcript](#) Retrieved from <https://youtu.be/yy1f7VA-zpA>
- Skillsoft. (n.d.). [Skillbrief. Conducting a SWOT analysis](#). null
- Skillsoft. (n.d.). [Skillbrief. Defining a SWOT analysis](#).
- Surgical Excellence LLC. (n.d.). [Risk, event management, and the new health care environment; The importance of excellence \[Video\]](#). Retrieved from <https://www.youtube.com/watch?v=t8Mr23rLps0>
- [The Joint Commission](#). (n.d.). Retrieved from <https://www.jointcommission.org/>
- U.S. Department of Health and Human Services. (n.d.). [Health information privacy](#). Retrieved from <https://www.hhs.gov/hipaa/index.html/>

- U.S. Department of Health and Human Services. (n.d.). [Your rights under HIPAA](https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html). Retrieved from <https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html>

Suggested

The following materials are recommended to provide you with a better understanding of the topics in this course. These materials are not required to complete the course, but they are aligned to course activities and assessments and are highly recommended for your use.

Optional

The following optional materials are offered to provide you with a better understanding of the topics in this course. These materials are not required to complete the course.

Projects

Project >> Security and Privacy Recommendations and Action Plans

Project Overview

The HIPAA security and privacy rules have an impact on a wide range of the daily activities involving the use and sharing of personally identifiable health data. Throughout this course, you will be asked to review risks to privacy and security at Valley City Regional Hospital, which is part of a larger health care organization called Vila Health. Your review will lead to recommendations and action plans based on your knowledge of HIPAA, ethical practices, and HIM processes.

The project will be completed in four parts. The first three parts are structured around media presentations, which provide the context and scenario for the assignments. These three parts of the project relate to the identification of privacy and security risks, specific privacy violations, and security concerns. The final component of the project involves formulating recommendations into action plans that will be presented to the senior management of the hospital. This component will take the form of a risk report.

Unit 1 >> Introduction to Ethics, Privacy, and Security

Introduction

This unit will start your exploration of professional ethics in health information management and the related concepts of privacy and security of health information. Health care professionals sometimes struggle with a dilemma: personal privacy of patients versus public health. Many professionals, particularly those in medical research and public health organizations, strongly believe that the benefit of society far outweighs the importance of privacy as a concept. They argue that allowing patients to pick and choose which data they are willing to share skews research results and negatively impacts population health. Regardless, federal legislation such as HIPAA requires the protection of health information privacy.

Challenges of the HIM professional will be addressed, as well as the fundamentals of ethical decision-making according to laws and policies.

Learning Activities

u01s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 1, "Introduction to the Fundamentals of Law for Health Informatics and Information Management," pages 1–11.
- Chapter 3, "The Legal System in the United States," pages 33–47.
- Chapter 5, "Evidence," pages 75–95.

Use your *Health Information Management* text to read the following:

- Appendix C-AHIMA Code of Ethics, pages 1–9.

Use the Capella library to read the following articles:

- Chapman, S. (2017). [Make patient privacy a priority](#). *For The Record (Great Valley Publishing Company, Inc.)*, 29(2), 18–21.
 - The article suggests ways for health care organizations to promote new privacy standards across the enterprise and encourage their staff to share the common goal of protecting patient data. Topics include various ways in which privacy violations can occur, a fundamental approach to privacy education, and the impact of the proliferation of health information technology (HIT) on patient's privacy.
- Kirsch, N. R. (2016). [Ethics in practice. First do no harm?](#) *PT In Motion*, 8(11), 10–12.
 - The article describes the case of a parent who feels betrayed by a pediatric physical therapist (PT). Topics covered include the pressure facing the parent, and the decision to inform the patient's pediatrician about the disturbing message that the parent told him.
- O'Connor, J., & Matthews, G. (2011). [Informational privacy, public health, and state laws](#). *American Journal of Public Health*, 101(10), 1845–1850.
 - This article considers health privacy from a global, national, and state level perspective.
- Tarzian, A. J., & Wocial, L. D. (2015). [A code of ethics for health care ethics consultants: Journey to the present and implications for the field](#). *American Journal of Bioethics*, 15(5), 38–51.
 - Health care ethics consultants are bioethicists who work in health care settings. They have been seeking guidance documents that speak to their special relationships/duties toward those they serve. This article discusses the code of ethics for health care ethics consultation (HCEC) in clinical settings and the evolution of the code's development, implications for the field, and considerations for future directions.

Use the Internet to complete the following:

- AHIMA. (n.d.). [Who we are: Ethics](#). Retrieved from <http://www.ahima.org/about/aboutahima?tabid=ethics>
 - Review the Code of Ethics.
 - Review the two sets of Standards.
 - Complete the Ethics Self-Assessment.
 - Review the Case Studies.

u01s1 - Learning Components

- Assess the relevance and credibility of information sources.
- Review HIPAA legislation and readings.
- Review professional and ethical codes and legal requirements for HIM.
- Define privacy and security.

u01d1 - HIM Challenge

Sandy is a new HIM Supervisor asked to explain the importance of protecting health information. How would you advise her to explain what is challenging about protecting the privacy and confidentiality of health information? Research and find at least one resource to support your explanation.

Use APA formatting guidelines to properly cite the resources used in your post.

Response Guidelines

Respond to at least one other learner, and tell him or her what you agree or disagree with about his or her post and why.

Course Resources

Undergraduate Discussion Participation Scoring Guide

[APA Style and Format](#)

u01d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Review HIPAA legislation and readings.
- Review professional and ethical codes and legal requirements for HIM.
- Describe requirements for the use of health information.

u01d2 - Security of Personally Identifiable Protected Health Information (PHI)

In your role as director of health informatics, you are visited by a group of patients. They express concerns about a proposed federal law that would require all health organizations to participate in a network database system; this law would allow patients' personally identifiable PHI to be included in the network.

Discuss whether you believe your organization should support or challenge this proposed law. Include support for your position. Also include in the discussion what you would tell these patients and what reaction you would expect in response to your position.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other learner who has taken a position different from your own, and share why you believe he or she has taken the wrong position.

u01d2 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- List proper physical and technical safeguards for health information security, and recognize violations.
- Describe requirements for the use of health information.

Unit 2 >> Law Concepts

Introduction

Health care has advanced tremendously over the years, and so have issues related to privacy and security. As health care becomes more complex, the interaction between the law and health care continues to increase. This interaction includes legal violations, such as malpractice and other litigation, as well as privacy breaches through electronic access. Think about how you would comply with laws on handling patient privacy as an HIM professional.

This unit reviews the fundamentals of law and law terminology. You will have an opportunity to compare sources and branches of law, as well as the process of source systems and subpoenas.

Learning Activities

u02s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 4, "Legal Proceedings," pages 49–72.
- Chapter 6, "Tort Law," pages 97–119.
- Chapter 7, "Corporations, Contracts, and Antitrust Legal Issues," pages 121–137.

Use your *Health Information Management* text to read the following:

- Chapter 2, "Legal Issues in Health Information Management," pages 42–75.

Use the Capella library to read the following:

- Baldwin-Stried Reich, K. (2012). [Trends in E-Discovery: Four cases provide a glimpse of healthcare litigation's future](#). *Journal of AHIMA*, 83(5), 44–46.
 - The establishment of the new electronic health care information infrastructure is important to all of us, and collectively the health care industry must work to get it right.
- Seegert, L. (2017). [Malpractice pitfalls](#). *Contemporary OB/GYN*, 62(2), 37–40.
 - The article shows recommended approaches in avoiding legal pitfalls resulting from medical malpractice.

Use the Internet to view these videos:

- Organization of Legal Professionals. (2014). [E-discovery in healthcare: What legal and healthcare professionals need to know](#)[Video] | [Transcript](#). Retrieved from <https://youtu.be/yy1f7VA-zpA>
 - This video discusses how electronically stored information in health care can become part of a case in a court of law. It also explains how e-discovery is unique for electronically stored information in health care.
- Surgical Excellence LLC. (n.d.). [Risk, event management, and the new health care environment; The importance of excellence](#) [Video] | [Transcript](#). Retrieved from <https://www.youtube.com/watch?v=t8Mr23rLps0>
 - This video discusses the concept of risk management and steps HIM professionals take in the risk management process.

u02s1 - Learning Components

- Assess the relevance and credibility of information sources.
- Understand legal processes related to privacy and security in health care.
- Review professional and ethical codes and legal requirements for HIM.
- Understand the penalties for violating HIPAA requirements.

u02s2 - Assignment Preparation

You will use a business tool called a *SWOT analysis* to complete your assignment in Unit 3. Use these resources to prepare yourself.

Tutorials

- View [Defining a SWOT Analysis](#).
- View [Conducting a SWOT Analysis](#).

Multimedia

- Click **SWOT Analysis** to view the media piece.
 - The media explains the purpose of a SWOT, provides a visual of the four SWOT quadrants, and presents examples of items that may be included in each quadrant.

Course Resources

SWOT Analysis

u02s2 - Learning Components

- Review tools for security and privacy risk analysis.

u02d1 - Subpoena

An envelope marked “Legal” is received by the mail processing center. The document it contains, which was not issued by a judge, includes a note regarding a deposition and trial for a malpractice case and a request for the HIM manager to testify in the case. Be aware that this type of document requires patient authorization.

Would you describe the document as a subpoena or court order? Explain your reasoning.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other learner. Explain why you agree or disagree with the explanation.

Course Resources

Undergraduate Discussion Participation Scoring Guide

[APA Style and Format](#)

u02d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Understand legal processes related to privacy and security in health care.

u02d2 - Lawsuit

A patient has filed a \$1 million medical malpractice lawsuit against a hospital. The hospital administration is adamant that it is not liable. It has instructed its legal counsel to proceed toward trial where it may be absolved of liability. Besides the financial resources required to legally defend itself, what non-monetary factors must the hospital take into consideration when deciding to proceed toward trial? Research and find a documented malpractice case or lawsuit to support your discussion.

Use APA formatting guidelines to properly cite the references used in your post.

Response Guidelines

Respond to at least one other who has given different factors. Explain which of his or her factors you find most compelling and/or best supported.

Course Resources

Undergraduate Discussion Participation Scoring Guide

[APA Style and Format](#)

u02d2 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Describe requirements for the use of health information.

Unit 3 >> Ethics, Risks, and Consent

Introduction

Many roles within the health care industry, including physicians, nurses, ancillary health professionals, and security and compliance professionals, are required to conduct themselves following a set of professional ethics. These ethical standards typically are designed to ensure that patients feel safe sharing their private medical issues without fear of having those issues shared inappropriately or indiscriminately.

One of the challenges for these professionals is the challenge of being human. Most health professionals have faced a situation of having confidential information that poses an ethical challenge. For example, if a young adult presents himself or herself in the emergency department with a health concern, and that young adult is a neighbor or family member of the health professional giving treatment, it may well be tempting for that health

professional to share this information with the loved ones of this patient. Doing so would violate the health professional's professional ethics, which in such a case may be at odds with his or her *personal* ethics.

Following professional ethics and creating an environment where patients feel comfortable sharing health issues that may be controversial, embarrassing, or even illegal, is critical to ensure that these patients obtain the services necessary for their health and well-being. This creates challenges for health professionals who must comply with these ethics. In such cases it helps to keep the big-picture perspective and the underlying rationale for these ethics in mind.

During this unit, you will learn about some of the ethical challenges facing health care professionals and consider how their professional ethics influence their responses in ethically charged situations. You will review the use of consents and have an opportunity to see how privacy breaches relate to ethical standards. You will also review the risks of privacy violations for Valley Regional Hospital by performing a SWOT analysis and summary for your first assignment.

Learning Activities

u03s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 8, "Consent to Treatment," pages 139–165.

Use your *Health Information Management* text to complete the following:

- Download "Appendix F: Sample Consent Form."
 - Explore various consent forms that meet HIPAA standards.

Use the Capella library to read the following articles:

- AHC Media. (2016). [Patient's signature on AMA form won't stop successful lawsuit](#). *ED Legal Letter*, 27(11), 13–15.
 - This article reports on the patient's departure without signing the against medical advice (AMA) form. Topics discussed include medical records of patients, consent process, mental status of patients, role of physicians, and medical care of patients. The role of medical malpractice while treatment is also discussed.
- Goldstein, M. (2010). [Health information technology and the idea of informed consent](#). *Journal of Law, Medicine & Ethics*, 38(1), 27–35.
 - This article discusses the relationship between informed consent and privacy; the variety of ways that the concept is referenced in discussions of information sharing. The article concludes by reviewing the purpose behind the traditional obligation to obtain informed consent and the possibility of maintaining its relevance in the new environment.

- Goodwin, M. (2016). [Vulnerable subjects: Why does informed consent matter?](#) *Journal of Law, Medicine & Ethics*, 44(3), 371–380.
 - An essay is presented on the significance of the concept of informed consent in medical law. It discusses bioethical concerns, moral dilemmas, and the meaning of informed consent, discusses medical experiments conducted on individuals without informed consent, examines the impact of race, class, and social status on unethical research decision-making via case studies, and analyzes the role of ethics and law in bringing about change.
- Rock, M. J., & Hoebeke, R. (2014). [Informed consent: Whose duty to inform?](#) *MEDSURG Nursing*, 23(3), 189194.
 - The history of consent, different types of consent, the duties of the physician and the nurse with regard to informed consent, and ways in which nurses can decrease the risk of liability related to their role in obtaining informed consent will be discussed.

u03s1 - Learning Components

- Explain HIM processes that protect privacy.
- Describe requirements for the use of health information.
- Access and review the HIPAA Privacy rule and associated resources.

u03s2 - Vila Health Challenge Preparation

Vila Health is a virtual environment that simulates a real-world health care system. In the various Vila Health scenarios, you will apply professional strategies, practice skills, and build competencies that you can apply to your coursework and in your career.

During this unit, complete the Vila Health: Identifying Risks challenge. This media piece provides information and resources for the unit assignment.

- Click **Launch Activity** to complete this multimedia challenge.

Course Resources

Vila Health: Identifying Risks

u03s2 - Learning Components

- Review tools for security and privacy risk analysis.

u03a1 - Identifying Risks

In this assignment, you will respond to a privacy and security audit. Completing this assignment will allow you to demonstrate your understanding of HIPAA, the relationship between privacy and security, and the legal and ethical implications of these for health information management. You will use a tool called a SWOT analysis to assess the risk environment and write an executive summary of the results.

Instructions

View the Vila Health: Identifying Risks media piece.

Conduct a SWOT analysis based on the results of the risk audit using the media interactive to create a PDF document. Your SWOT should identify the risks the hospital needs to respond to in order to protect the privacy and security of health information according to the HIPAA law, professionalism, and ethical standards.

Your SWOT analysis should meet the following criteria:

- Identify privacy and security risks in health information management.
- Identify professional, ethical, and legal issues in health information management.

Summarize the results of the SWOT analysis to meet the following criteria:

- Describe the scope and purpose of HIPAA.
- Compare elements of privacy and security.
- Explain the purpose and advantages of identifying privacy and security risks.

Submission Requirements

- Page Length: Two-page paper plus SWOT PDF.
- References: Follow APA style and formatting guidelines for resources and citations.
- Writing: Create a document that is clearly written and generally free of grammatical errors.

Course Resources

[Vila Health: Identifying Risks](#) | [Transcript](#)

[SWOT Analysis](#) | [Transcript](#)

[APA Style and Format](#)

It is flu season and an OB patient who is due for delivery in eight weeks sees her physician for a routine check-up. During her visit, she announces, “Yes, I want to receive the flu vaccination.” The nurse proceeds to give her the vaccination.

How would you explain this type of consent? Is her consent legally binding and are there potential risks? Support your discussion with references.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other learner. Explain which evidence you find strongest and weakest in their arguments.

Course Resources

Undergraduate Discussion Participation Scoring Guide

[APA Style and Format](#)

u03d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Understand legal processes related to privacy and security in health care.
- Describe requirements for the use of health information.

Unit 4 >> The Legal Record

Introduction

In previous units, we discussed key elements of the law and privacy challenges that present legal risks. In this unit, we continue the legal discussion with the concept of the legal health record. For instance, who owns the record and who is legally allowed to change the record? The legal health record must meet a specific set of standards set by federal and state laws and be retained based on state law requirements. You will have an opportunity to explore how creating a legal health record is becoming increasingly complex and how poor documentation practices influence the quality of the record.

Learning Activities

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 9, "The Legal Health Record: Maintenance, Content, Documentation, and Disposition," pages 169–204.

Use the Capella library to read the following articles:

- Gandy, W. (2011). [Privileged communications: Fact or myth?](#) *EMS World*, 40(9), 16–18.
 - This case study for the state of Nevada discusses ethics in EMS.
- Glondys, B. A., & Kadlec, L. (2016). [EHRs Serving as the Business and Legal Records of Healthcare Organizations \(2016 Update\)](#). *Journal of AHIMA*, 87(5), 42–44.
 - The article presents an update on electronic health records (EHRs) and discusses how EHR system can support business and legal needs of health care organizations.
- Grzybowski, D. M. (2015). [Documentation disasters: Are you a lemming or a leader?](#) *Medical Records Briefing*, 30(10), 11–14.
 - This article was written as a result of a conversation—with the intent to provide a perspective—based on observations and opinions on the topic of the legal health record's (LHR) and data integrity, and what has been happening to medical record documentation throughout the United States.
- Grzybowski, D. M. (2015). [Return on investment for your legal health record](#). *Medical Records Briefing*, 30(7), 9–11.
 - This article discusses the benefits of investing in an EDMS as a return on investment that forms part of the operationalization strategy critical to successful EHR management – including the legal record.
- Haugen, M., Tegen, A., & Warner, D. (2011). [Fundamentals of the legal health record and designated record set](#). *Journal of AHIMA*, 82(2), 44–49.
 - This practice brief compiles and updates guidance from four previously published practice briefs to provide an overview of the purposes of the designated record set and the legal health record and helps organizations identify what information to include in each. It also provides guidelines for disclosing health records from the sets.
- Latner, A. W. (2015). [Legal Advisor: A costly HIPAA violation](#). *Clinical Advisor*, 18(10), 108–110.
 - The article discusses the disclosure of patient's health information to his employer, and associated laws and HIPAA violations.
- Peterson, A. M. (2012). [Medical record as a legal document, Part 1: Setting the Standards](#). *Journal of Legal Nurse Consulting*, 23(2), 9–17.
- Peterson, A.M. (2013). [Medical record as a legal document, Part 2: Meeting the Standards](#). *Journal of Legal Nurse Consulting*, 24(1) 4–10.

- Schaeffer, J. (2016). [Poor documentation: Why it happens and how to fix it](#). *For The Record (Great Valley Publishing Company, Inc.)*, 28(5), 12–15.
 - The article suggests solutions to documentation problems involving patients' medical records. It defines what constitutes poor documentation and discusses factors that cause lackluster documentation: insufficient health care provider education, poor physicians incentives, and compliance concerns.

Use the Internet to view the following:

- AHIMA e-HIM Work Group on Defining the Legal Health Record. (October 2005). [The legal process and electronic health records](#). *Journal of AHIMA*, 76(9), 96A-D [expanded online version].
- The Joint Commission. (n.d.). [Accreditation, Health Care, Certification | Joint Commission](#). Retrieved from <https://www.jointcommission.org/>
 - Explore the Joint Commission website with the specific goal of reviewing standards on record retention.
- Healthcare Scene. (2014). [The legal health record with Mary Beth Haugen, RHIA, MS \[Video\] | Transcript](#). Retrieved from <https://www.youtube.com/watch?v=I13x1GDcwJ8>

u04s1 - Learning Components

- Assess the relevance and credibility of information sources.
- Explain HIM processes that protect privacy.
- Describe requirements for the use of health information.
- Access and review the HIPAA Privacy rule and associated resources.

u04d1 - Poor Documentation Practices

The purpose of the health record is to document patient treatment and continuity of care and provide a place where the health care team records information that can be communicated to one another and used to make health care decisions. It also serves as the legal record for patient care.

In order for the record to fully serve its purpose, good documentation practices are critical. Describe some examples of poor documentation practices in patient records. Explain why these practices are problematic and how they could impact the validity of the legal record. Research and find a documented case to support your perspective on problematic documentation practices with the health record.

Use APA formatting guidelines to properly cite the references used in your post.

Response Guidelines

Respond to at least one other learner who has noted one or more different documentation practices. Explain why you do or don't agree with the explanations.

u04d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Understand legal processes related to privacy and security in health care.
- Review professional and ethical codes and legal requirements for HIM.
- Explain HIM processes that protect privacy.

u04d2 - Missing Information

Sandy is a new *release of information* clerk. She notices that a record due to be released by subpoena is missing some signatures and has several deficiencies. She also discovers that the patient's last visit and documentation were more than seven years ago. She is not sure what to do about releasing the record or how to find it.

Write a post in which you advise Sandy on what to do with the record based on release-and-retention guidelines. Explain your advice. Research and provide at least one article or literature resource to support your advice.

Use APA formatting guidelines to properly cite the references used in your post.

Response Guidelines

Respond to the post of at least one learner with contrasting advice.

u04d2 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Explain HIM processes that protect privacy.
- Describe requirements for the use of health information.

Unit 5 >> Release of Information and Disclosures

Introduction

Electronic health records and modern communication technologies have made health information increasingly accessible. As a result, maintaining privacy may require that handlers of health information understand and follow release of information protocols closely. Given the accessibility of information provided by electronic processes, it is important to follow the proper protocol to release information and manage it. Release of information (ROI) is also critical to the quality of the continuity of care and also play a major role in billing, reporting, and other functions patient care processes. This unit will discuss release of information procedures, HIM requirements, related HIPAA standards, and state requirements.

You will return to a Vila Health scenario in this unit to complete an assignment focused on privacy.

Learning Activities

u05s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 16, "Required Reporting and Mandatory Disclosure Laws," pages 383–395.

Use the Capella library to read the following:

- Bergen, C., & Stivers, T. (2013). [Patient disclosure of medical misdeeds](#). *Journal of Health & Social Behavior*, 54(2), 221–240.
 - This article argues that disclosures of medical misdeeds are an important but understudied domain of conduct in which patients show awareness of their own agency over, and responsibility for, their health care and respect for the physician's medical authority.
- Birnbaum, C. (2012). [The changing face of release of information](#). *For The Record (Great Valley Publishing Company, Inc.)*, 24(22), 14–17.
 - This article discusses changes in the ROI industry in light of the rapid transformation to electronic health information systems. It also discusses access and management of health information, while ensuring physicians and providers safeguard the privacy, integrity, availability, and quality of the clinical information.

- Bock, L. J., Demster, B., Dinh, A., Gorton, E., & Lantis, J. R. (2008). [Management practices for the release of information](#). *Journal of AHIMA*, 79(11), 77–80.
 - This AHIMA article discusses the exchange of health information as an essential function to the provision of high-quality and cost-effective health care. Release of information (ROI) in health care is critical to the quality of the continuity of care provided to the patient.
- Griffith, R. (2007). [Understanding confidentiality and disclosure of patient information](#). *British Journal of Community Nursing*, 12(11), 530–534.
 - This article discusses the need to share information about patients as a vital component to effective care and protection, especially where it relates to children or vulnerable adults. In this article the author outlines the extent of the district nurse's duty of confidence and considers when sharing patient information is lawful.
- HCPro. (2015). [Hospitals continue to rely on internal release of information staff](#). *Medical Records Briefing*, 30(1), 1–8.
- McDavid, J., & Bowen, R. (2012). [Everyday risk...protecting against breach in release of information](#). *Journal of AHIMA*, 83(4), 26–30.
 - The release of information (ROI) function, which is the responsibility of HIM professionals, facilitates treatment, payment, and health care operations and fulfills legitimate record requests from patients, auditors, lawyers, and a multitude of quality and research entities. ROI requests have grown in number, and this increase in requests brings with it increased opportunity for inadvertent privacy breaches due to human error, system error, or other mishap. Eliminating errors in the ROI process is a key HIM opportunity to protect patients and help covered entities avoid breaches, fines, penalties, and reputational harm. Doing so requires ongoing assessment and training.
- Reber, E. (2011). [Five steps to achieving HIPAA compliance](#). *Biomedical Instrumentation & Technology*, 45(5), 360–3.
 - This article offers advice for achieving compliance with the HIPAA rules.
- Rothstein, M. A. (2013). [HIPAA Privacy Rule 2.0](#). *Journal of Law, Medicine & Ethics*, 41(2), 525–528.
 - This article covers the enhancements to the existing HIPAA privacy rule that strengthen aspects of the original rules.
- Wartenberg, D., & Thompson, W. D. (2010). [Privacy versus public health: The impact of current confidentiality rules](#). *American Journal of Public Health*, 100(3), 407412.
 - The HIPAA privacy rules include specific carve-outs for the purposes of public health. This article explores those exceptions and their impact on patient privacy.

u05s1 - Learning Components

- Assess the relevance and credibility of information sources.
- Explain HIM processes that protect privacy.
- Access and review the HIPAA Privacy rule and associated resources.

u05d1 - Local and State Release of Information

Visit the Web sites of two local or state offices of vital records. Review the processes for requesting copies of birth and death records.

Write a post in which you identify the places and compare the processes, explain their similarities and differences, and make note of any potential privacy violations in the disclosure or release of information process.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to the post of at least one other learner, noting similarities and differences between the discoveries you explained in your posts.

Course Resources

Undergraduate Discussion Participation Scoring Guide

[APA Style and Format](#)

u05d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.

u05d2 - Reporting Requirements

Penny is a HIM Director at a small community hospital. She has the responsibility for providing any accountings of disclosures requested by patients under the HIPAA Privacy Regulations. First, she has to determine what items are required reporting under the laws and regulations of her state. She finds that the following items must be reported and determines which hospital departments are responsible for the reporting. Her results are shown in the list below. (Note: list contains the items in the following format: Items to be reported: Responsible Hospital department.)

Study the list to determine if the hospital's reporting practices are correct and law abiding. Report your findings, and offer other alternatives for meeting the reporting requirements that are deficient.

- Births, fetal deaths: Labor and delivery
- Deaths: HIM Department
- Child or Elder Abuse: Social Services
- Notifiable Diseases: Infectious Disease

- Statewide Cancer Registry: Cancer Registry
- Trauma: Trauma Registry
- Medical Examiners Cases: Risk Management

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to the post of at least one learner.

Course Resources

Undergraduate Discussion Participation Scoring Guide

u05d2 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.

Unit 6 >> Privacy and Confidentiality

Introduction

The terms privacy and confidentiality are often used interchangeably, but they are distinct concepts. Privacy refers to the freedom of intrusion into an individual's personal information. Confidentiality refers to the sharing of information with unauthorized users. While confidentiality is viewed as an ethical responsibility, privacy is more related to law.

Privacy specialists believe that patient information belongs to patients and that they have a right to protect themselves from the potential impacts of having their information available to providers and other users. This week you will learn about access to personally identifiable health data and the privacy risks associated with this access. You will also review the HIPAA Privacy Rule and associated standards and regulations.

Learning Activities

u06s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 10, "The HIPAA Privacy Rule: Part I," pages 205–241.
- Chapter 11, "The HIPAA Privacy Rule: Part II," pages 243–256.

Use your *Health Information Management* text to read the following:

- Chapter 11, "Data Privacy, Confidentiality, and Security," pages 305–339.

Use the Capella library to read the following:

- Chapman, S. (2017). [Make patient privacy a priority](#). *For The Record (Great Valley Publishing Company, Inc.)*, 29(2), 18–21.
 - The article suggests ways for health care organizations to promote new privacy standards across the enterprise and encourage their staff to share the common goal of protecting patient data.
- Johnson, J. (2016). [Create 'culture of privacy' in patient access areas](#). *Hospital Access Management*, 35(3), 30–31.
 - The article focuses on the responsibility of the medical staff to create a culture of privacy within the patient access area under the Health Insurance Portability and Accountability Act (HIPAA).
- Rode, D. (2012). [Charting HIPAA's course](#). *Journal of AHIMA*, 83(2), 18, 20.
 - This article explores the implementation path of HIPAA.
- Goodwin, K. D., Taylor, M. M., Fuse Brown, E. C., Winscott, M., Scanlon, M., Hodge, J. G., . . . England, B. (2012). [Protecting adolescents' right to seek treatment for sexually transmitted diseases without parental consent: The Arizona experience with Senate Bill 1309](#). *Public Health Reports (1974-)*, 127(3), 253–258.
 - This article looks at a particular aspect of the HIPAA privacy rules that provide privacy rights to minors in certain situations that relate to health information.

Use the Internet to view the following:

- Office of Civil Rights Department of Health and Human Services. (n.d.). [Frequently asked questions](#). Retrieved from <http://www.hhs.gov/ocr/privacy/hipaa/faq/index.html>
 - Review information on various HIPAA issues.
- Office of Civil Rights Department of Health and Human Services. (n.d.). [Submitting notice of a breach to the Secretary](#). Retrieved from <https://www.hhs.gov/hipaa/for-professionals/breach-notification/breach-reporting/index.html?language=en>
 - Read about the requirements to report a breach of privacy to the Secretary of Health and Human Services.
- U.S. Department of Health and Human Services. (n.d.). [Health information privacy](#). Retrieved from <https://www.hhs.gov/hipaa/index.html/>
 - Review HIPAA and related laws.
- U.S. Department of Health and Human Services. (n.d.). [Your rights under HIPAA](#). Retrieved from <https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html>
 - Explore the rights of individuals under HIPAA.

- Search the internet for an actual hospital release of information form. Search terms such as *release of information medical records* or *authorization for release of information*. Explore and compare the requirements for an appropriate release of information form according to HIPAA.

u06s1 - Learning Components

- Assess the relevance and credibility of information sources.
- Explain HIM processes that protect privacy.
- Describe requirements for the use of health information.
- Access and review the HIPAA Privacy rule and associated resources.

u06s2 - Vila Health Challenge Preparation

Vila Health is a virtual environment that simulates a real-world health care system. In the various Vila Health scenarios, you will apply professional strategies, practice skills, and build competencies that you can apply to your coursework and in your career.

During this unit, complete the Vila Health: Privacy challenge. This media piece provides information and resources for the unit assignment.

- Click **Launch Activity** to complete this multimedia challenge.

Course Resources

Vila Health: Privacy

u06a1 - Privacy

HIM processes must assure privacy and HIPAA compliance. For this assignment, you will develop and summarize an HIM process that provides for the proper use of patient information and reinforces HIPAA compliance.

Instructions

View the *Vila Health: Privacy* media piece. Pay special attention to privacy requirements and violations presented there.

Develop a compliance checklist that outlines the steps in a process for the Release of Information (ROI).

- Outline the process to release patient information.
 - Identify the steps of the Release of Information process.
 - Your steps should reference the HIPAA Privacy Rule.
- Incorporate steps to identify and properly follow procedures for highly sensitive data and patient status.

Write an introduction to your checklist. Your introduction should meet the following criteria:

- Identify proper and improper use of health information.
- Discuss de-identification of patient information.
- Explain proper patient disclosure procedures.
- Describe controls used to protect patient confidentiality and privacy.
- Explain how the HIPAA Privacy Rule directly applies to the audit violations.

Submission Requirements

- Length: Compliance checklist and two-page paper.
- References: Follow APA style and formatting guidelines for resources and citations.
- Writing: Create a document that is clearly written and generally free of grammatical errors.

Course Resources

[Vila Health: Privacy](#) | [Transcript](#)

[APA Style and Format](#)

u06d1 - Breach Reporting Requirements

As the privacy officer for a covered entity, you are aware that protected health information has been accessed by an unauthorized individual. Explain the type of analysis will you conduct to determine whether this incident constitutes a “breach” under HIPAA.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other learner, and share a point that was included in the post that you found most informative.

Undergraduate Discussion Participation Scoring Guide

u06d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Explain HIM processes that protect privacy.
- Describe requirements for the use of health information.
- Access and review the HIPAA Privacy rule and associated resources.

Unit 7 >> Access and Controls

Introduction

The shift from paper records to electronic health records has created the need for organizations to design proper controls and auditing procedures. The controls and procedures must assure the appropriate handling of data, in compliance with HIPAA security and privacy rules. At the same time, access to electronically stored health data can be a matter of life and death. Therefore, controls must include "break the glass" provisions, allowing health professionals access to the data needed to manage emergency situations. This issue and others tied to the sensitivity of the health care field, mean that controls must be carefully designed and audited.

This week you will learn about some of these challenges to patient privacy and the security of personal information.

Learning Activities

u07s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 15, "Access, Use, and Disclosure/Release of Health Information," pages 339–347.

Use your *Health Information Management* text to read the following:

- Chapter 15, "Health Information Exchange," pages 449–477.

Use the Capella library to read the following:

- Ardito, S. C. (2013). [Seeking consumer health information on the internet](#). *Online Searcher*, 37(4), 45–48.
 - This article explores the practice of searching for health information on an increasing number of available Internet sites.
- Clark, L. W., & Bilimoria, N. M. (2013). [How HIPAA final rules affect health information technology vendors](#). *The Journal of Medical Practice Management : MPM*, 29(1), 56–58.
 - This article explores the impact that the HIPAA regulations had on vendors of health information technology.
- Freymann, J. B., Kirby, J. S., Perry, J. H., Clunie, D. A., & Jaffe, C. C. (2012). [Image data sharing for biomedical Research—Meeting HIPAA requirements for de-identification](#). *Journal of Digital Imaging*, 25(1), 14–24.
 - This article considers the activity of de-identification of health data within the context of biomedical research using medical imaging.
- Kyoung-Hwan, K. (2010). [Understanding the consistent use of internet health information](#). *Online Information Review*, 34(6), 875–891.
 - This article also has focus on the use of the Internet to seek health information.
- Reber, E. (2011). [Five steps to achieving HIPAA compliance](#). *Biomedical Instrumentation & Technology*, 45(5), 360–363.
 - This article offers advice for achieving compliance with the HIPAA rules.
- Rode, D. (2012). [Charting HIPAA's course](#). *Journal of AHIMA*, 83(2), 18, 20.
 - This article explores the implementation path of HIPAA.

u07s1 - Learning Components

- List proper physical and technical safeguards for health information security, and recognize violations.
- Assess the relevance and credibility of information sources.
- Differentiate between privacy and security.
- Examine strategies to maintain the security of health information.

u07d1 - Competitor Access

Patient information collected and stored by a health care facility is actually the property of the subject of the data (the patient). When a patient wants to share information among different (perhaps competing) health care facilities, how will it be handled?

Imagine this scenario: As a manager of a local hospital, you are approached by a patient who is experiencing a high-risk pregnancy. The patient asks for access by a specialist at a different hospital owned by a competitor.

Write a post in which you outline your response to this request, including how you weigh the potential risks and benefits involved. Include also your perceptions about how data sharing between competitors may change with

the use and security of electronic systems.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other who has taken a different approach from you and indicate what you like the most about their solution.

Course Resources

Undergraduate Discussion Participation Scoring Guide

[APA Style and Format](#)

u07d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- List proper physical and technical safeguards for health information security, and recognize violations.
- Differentiate between privacy and security.
- Examine strategies to maintain the security of health information.

u07d2 - Access Pros and Cons

Imagine that you work at a health care organization that is discussing a major information sharing proposal with other major providers and payers in the region: the development of a regional health network allowing clinicians broad access to patient data with patient permission, of course.

Write a post in which you weigh the advantages and disadvantages of such a regional network. Include in the discussion some of the information security issues that exist with this new way of sharing data. What evidence and/or research can you provide to support your noted security issues?

Use APA formatting guidelines to properly cite the references used in your post.

Response Guidelines

Respond to at least one other learner, and share a point that was included in the post that you found most informative.

Course Resources

[APA Style and Format](#)

u07d2 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- List proper physical and technical safeguards for health information security, and recognize violations.
- Understand the relationship between recommendations, action plans, and policies or practices related to HIM.
- Examine strategies to maintain the security of health information.

Unit 8 >> Security Safeguards

Introduction

Prior to the passage of HIPAA, national guidelines or legal security standards for protecting health information did not exist. Even so, technological advances continued and organizations began to rely more heavily on electronic processes, creating an evident need for security standards. The HIPAA Security Rule is designed to protect the privacy of health information when using communication technologies and electronic processes.

This unit reviews security and physical safeguards under HIPAA. You will complete an assignment focused on security risk evaluation and the protection of health information through the use of technology.

Learning Activities

u08s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 12, "The HIPAA Security Rule," pages 265–283.
- Chapter 13, "Security Threats and Controls," pages 285–303.

Use the Capella library to read the following:

- Baker, C. (2010). [Social networking sites versus HIPAA](#). *Oklahoma Nurse*, 55(4), 11.
 - This article looks at the use of social networking and how it impacts HIPAA compliance.

- Greene, A. H. (2012). [HIPAA compliance for clinician texting](#). *Journal of AHIMA*, 83(4), 34–36.
 - This article speaks to the use of texting by clinicians and how it impacts HIPAA compliance.
- Sharpe, V. A. (2005). [Privacy and security for electronic health records](#). *The Hastings Center Report*, 35(6), 1–49.
 - This report focuses on the security and privacy impacts that are specific to the implementation and use of Electronic Health Records (EHRs).
- Witt, C. (2011). [HIPAA versus the cloud](#). *Journal of Health Care Compliance*, 13(5), 57–58, 68.
 - This article covers the relationship between the HIPAA rules and the use of cloud computing via the Internet.

u08s1 - Learning Components

- List proper physical and technical safeguards for health information security, and recognize violations.
- Assess the relevance and credibility of information sources.
- Differentiate between privacy and security.
- Examine strategies to maintain the security of health information.

u08s2 - Vila Health Challenge Preparation

Vila Health is a virtual environment that simulates a real-world health care system. In the various Vila Health scenarios, you will apply professional strategies, practice skills, and build competencies that you can apply to your coursework and in your career.

During this unit, complete the Vila Health: Security challenge. This media piece contains information and resources for the unit assignment.

- Click **Launch Activity** to complete this multimedia challenge.

Course Resources

Vila Health: Security

u08a1 - Security

In this assignment, you will apply your knowledge of privacy and security requirements to assure information security in HIM processes.

Instructions

View the Vila Health: Security media piece. Review the results and compile a 3-page security report to meet the following criteria:

- Describe access, authentication, and authorized use of health information
- Explain the HIPAA Security Rule, in comparison to the Privacy Rule;
 - Become familiar with the requirements under these rules, and distinguish between them.
- Describe proper and improper parameters for physical safeguards
 - Review these types of safeguards, whose name comes from the Security Rule.
 - Recognize proper and improper security parameters by level of authority and job role.
- Recommend a list of proper technical safeguards and security controls, with examples of types of uses and users.

Submission Requirements

- Length: Three-page paper.
- References: Follow APA style and formatting guidelines for resources and citations.
- Writing: Create a document that is clearly written and generally free of grammatical errors.

Course Resources

[Vila Health: Security](#) | [Transcript](#)

[APA Style and Format](#)

u08d1 - Security of Sensitive Data

Laws above and beyond HIPAA control the use of highly sensitive data such as that related to chemical health, mental health, and HIV status.

Develop a strategy for securing this data, which requires heightened controls. Create a list of recommended technical security controls that support compliance with laws related to managing highly sensitive information. Make certain that these controls directly correlate to your strategy.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other who has taken a different approach from you and indicate what you like the most about their solution.

Course Resources

Undergraduate Discussion Participation Scoring Guide

[APA Style and Format](#)

u08d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Review HIPAA legislation and readings.
- Understand the relationship between recommendations, action plans, and policies or practices related to HIM.
- Examine strategies to maintain the security of health information.

Unit 9 >> Compliance Standards

Introduction

Some health data is more sensitive than most. Health information related to genetics, chemical or mental health, or HIV status, for example, can have a serious impact on the ability of an individual to obtain insurance, employment, or housing. The potential impact on patients' lives provided an impetus for special rules regarding collection, storage, and dissemination of these kinds of information. These rules generally apply in addition to HIPAA rules themselves and require those responsible for the security and privacy of health information to implement proper security controls to comply with them.

HIPAA acknowledges mental health records and has embedded special handling requirements specific to these records within the privacy rules themselves. For example, therapy notes collected by a mental health professional are considered distinct from traditional medical records and are to be held apart from the typical record and omitted from any general request for records.

This unit explores compliance. You will also have an opportunity to learn about some of the areas within health care where data is considered to be particularly sensitive and the kinds of special handling procedures that are

necessary to ensure that this heightened security and privacy is achieved. For the unit assignment, you will compile security and privacy recommendations and action plans for the Vila Health Risk Manager.

Learning Activities

u09s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 18, "Corporate Compliance," pages 437–474.
- Chapter 19, "Medical Staff," pages 475–488.

Use the Capella library to read the following:

- Carrión Señor, I., Fernández-Alemán, J. L., & Toval, A. (2012). [Are personal health records safe? A review of free web-accessible personal health record privacy policies](#). *Journal of Medical Internet Research*, 14(4), e114.
 - This research focuses on a particular type of health record known as a personal health record (PHR) and explores the particular privacy implications of this form of health record.
- Anonymous. (2009). [HIPAA privacy changes may bring more enforcement](#). *HR Focus*, 86(5), 12.
 - This article reviews changes that were made that include enforcement of HIPAA among a wider group of health care business partners.
- O'Connor, J., & Matthews, G. (2011). [Informational privacy, public health, and state laws](#). *American Journal of Public Health*, 101(10), 1845–1850.
 - This article considers health privacy from a global, national, and state level perspective.
- Ved, V. (2010). [Personal health record system and integration techniques with various electronic medical record systems \(Master's thesis\)](#). Available from ProQuest Dissertations and Theses. (UMI No. 1484577).
 - This article explores the ability to integrate personal health records with the EHR data collected and stored by clinicians.
- Walsh, T. (2011). [Security audits of electronic health information \(updated\)](#). *Journal of AHIMA*, 82(3), 46–50.

u09s1 - Learning Components

- Assess the relevance and credibility of information sources.
- Understand the relationship between recommendations, action plans, and policies or practices related to HIM.

u09a1 - Recommendations and Action Plans

For this assignment, you will complete recommendations and action plans for privacy and security based on risks. You will integrate security and privacy requirements into HIM processes and consider the ethical and legal implications related to the use of health information. The final product will be a risk report.

Instructions

Review the three Vila Health media presentations. Based on the context they present, compile recommendations and action plans aligned to your findings in previous assignments. Download the Risk Report Template [DOCX], and use it to complete your assignment. Your report must meet the following criteria:

- Outline recommendations to avoid privacy and security violations identified in audit results.
 - Include at least three recommendations.
- Outline action plans associated with each recommendation.
 - Include at least three action plans.
- Discuss best practices, policies, and/or procedures that directly support the recommendations and actions plans.
 - Pay attention to the distinctions between recommendations; action plans; and practices, policies, and/or procedures in constructing your plan. Recommendations indicate what must be done; action plans show how it must be done; best practices, policies, and/or procedures outline how, by whom, and in which settings and circumstances the recommendations and action plans are put into effect.
- Summarize key uses of HIPAA standards, and legal and ethical implications, in relation to the recommendations and action plans.

Submission Requirements

- Format: Complete your assignment in the Risk Report Template provided in the resources.
- References: Follow APA style and formatting guidelines for resources and citations.
- Writing: Create a document that is clearly written and generally free of grammatical errors.

Course Resources

[Vila Health: Identifying Risks](#) | [Transcript](#)

[Vila Health: Privacy](#) | [Transcript](#)

[Vila Health: Security](#) | [Transcript](#)

[Risk Report Template \[DOCX\]](#)

u09d1 - Pros and Cons of Compliance

The CEO of your organization has become embroiled in a dispute between the head of the psychiatric department, who insists that all of the information gathered in his department is highly classified and is not subject to sharing with any other agency, and the director of the local public health agency who insists that they have the right to request that this information be included in the monthly data transfer of all health data collected by the organization.

The CEO has asked that you provide your insights as to what the issues are and who you believe to be correct in their assessment. Discuss what you would include in this feedback. Include in the discussion the pros and cons of complying with the requests from each of these parties as well as providing your perspective as to who is correct.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other learner and challenge one aspect of his or her post that you feel is inaccurate or biased. Support your position.

Course Resources

[Undergraduate Discussion Participation Scoring Guide](#)

[APA Style and Format](#)

u09d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- Review best practices, policies, and procedures for maintaining health information security and privacy.
- Understand legal processes related to privacy and security in health care.

Unit 10 >> Patient Safety

Introduction

The concept of patient safety starts with the expected outcomes. Patient safety is the process of protecting patients from harm. There is now overwhelming evidence that patients are harmed, resulting in permanent injuries or prolonged treatment. While patient safety usually refers to treatment or quality of care, it can also relate to privacy and security. Examples are a breach of privacy that leads to a lack of information for treatment or medical identity theft resulting in altered treatment.

The cost of health care and the need to improve patient outcomes motivates health care organizations to engage in quality and performance review activities. HIPAA acknowledges the need for these activities and allows for data sharing to engage in this work. Organizations have a responsibility to organize work in a way that ensures proper controls are in place to make data available only as required for the specific job at hand. In this unit, you will learn about some of the ways in which personally identifiable health information is used for the purpose of patient safety and how these activities are structured and monitored to assure compliance with HIPAA.

Learning Activities

u10s1 - Studies

Readings

Use your *Fundamentals of Law for Health Informatics and Information Management* text to read the following:

- Chapter 17, "Risk Management, Quality Improvement, and Patient Safety," pages 415–436.

Use the Capella library to read the following:

- Esain, A. E., Williams, S. J., Gakhal, S., Caley, L., & Cooke, M. W. (2012). [Healthcare quality improvement – policy implications and practicalities](#). *International Journal of Health Care Quality Assurance*, 25(7), 565–81.
 - This article reviews the impact of technology on the policy and practice of continuous quality improvement within the health care industry.
- Foley, M., & Christensen, M. (2016). [Negligence and the duty of care: A case study discussion](#). *Singapore Nursing Journal*, 43(1), 7–11.
 - This article discusses the implications of medical negligence using a practice-based case study as an exemplar to determine the potential liability, the grounds for negligence, and consideration of a possible defense to a claim of negligence.
- Lambert, B. L., Centomani, N. M., Smith, K. M., Helmchen, L. A., Bhaumik, D. K., Jalundhwala, Y. J., & McDonald, T. B. (2016). [The "Seven Pillars" response to patient safety incidents: Effects on medical liability processes and outcomes](#). *Health Services Research*, 2491–2515.
 - The objective of this study is to determine whether a communication and resolution approach to patient harm is associated with changes in medical liability processes and outcomes.

- Moore, A. D. (2010). [Privacy, public health, and controlling medical information](#). *HEC Forum*, 22(3), 225–240.
 - This article explores the specific role that public health plays in the concepts of control of medical information and associated privacy implications.
- Rubel, A. (2012). [Justifying public health surveillance: Basic interests, unreasonable exercise, and privacy](#). *Kennedy Institute of Ethics Journal*, 22(1), 1–33.
- Taylor, L. B. (2013). [Where quality and healthcare meet](#). *Journal of AHIMA*, 84(6), 54–55.
 - This article explores the role that quality improvement plays in the health care industry.

u10s1 - Learning Components

- Assess the relevance and credibility of information sources.

u10d1 - Patient Resources

Having noted that more and more patients seek medical advice via the internet, the leadership for Valley Regional Hospital decided to publish a guide for patients that lists recommended Web sites and other resources. Consider how this plan may impact patient safety and security safeguards. Decide whether you would support the plan, and write a post in which you respond according to your view.

- If you do not support this plan, what do you find problematic about it? How would you convince hospital leadership to drop this idea?
- If you do support this plan, how would you determine which sites to recommend?

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other who has taken a different position from you and indicate what you agree or disagree with most about the other learner's position.

Course Resources

[Undergraduate Discussion Participation Scoring Guide](#)

[APA Style and Format](#)

u10d1 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.
- List proper physical and technical safeguards for health information security, and recognize violations.
- Review best practices, policies, and procedures for maintaining health information security and privacy.

u10d2 - Course Reflections

Share what you learned in this course that you believe will be helpful to you in your future endeavors. Tell the class what you liked the most and what you liked the least.

Use APA formatting guidelines to properly cite any references used in your post.

Response Guidelines

Respond to at least one other learner, and explain why his or her participation in the course contributed to your own learning.

Course Resources

[APA Style and Format](#)

u10d2 - Learning Components

- Determine the proper application of APA formatting requirements and scholarly writing standards.
- Apply the principles of effective composition.

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