



SYLLABUS

Your Course Learning Plan

COURSE: HIM 173, Legal & Ethical Aspects of Health Information Management, CRN 10997 and 10998

INSTRUCTOR: Beth Bazevage, MSN, RN

TIME & DAY/ TIME FRAME: Online

Spring 2015, January 12, 2015 to May 4, 2015

A. Instructor Contact & Communications

Classroom Location:

Online

All Assignments, Tests, Exams and communications will be posted in Blackboard. Students are expected to check their Yavapai College Scholar e-mail and Blackboard Announcements daily for this online course.

YC Email Address:

beth.bazevage@yc.edu

All instructor/student e-mail communication must be limited between the above address and your assigned Yavapai College Scholar e-mail address. I will do my best to respond to e-mails within 24-48 hours on week days and 48-72 hours on weekends. If I will be away from the computer for an extended period of time I will notify the class by e-mail and/or Announcements in Blackboard. I may not always be immediately available on weekends or holidays.

All e-mail communications addressed to the course Instructor must contain, in the Subject Line, the Course Title, the Assignment Number, and the Student Name.

EXAMPLE: HIM 173, Assignment #2, Jane Doe

Remember to use your YC email only

Office/Campus Location:

Prescott Campus: Building 2, Room 219

Office or Online Hours:
(if applicable)

Monday - 12:30 PM - 3:30 PM MST
Tuesday - 9:15 AM - 11:15 AM MST

Phone:

(928) 771-6182

| B. General Course Information, Content, & Learning Outcomes | |
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| Credit Hours: | 2.000 Credit Hours 2.000 Lecture hours 0.000 Lab hours |
| General Education | This course is not on a General Education list **S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC). |
| Course Description: | HIM 173. Legal and Ethical Aspects of Health Information Management (2). Application of general principles of law and ethics as related to health information management and patient record management in an electronic, hybrid, or paper environment. Legal and ethical issues, legal terminology, records law, patient rights, privacy and security and regulations. Two lecture. |
| Prerequisite/Co-requisite: | None |
| Course Content: | <ol style="list-style-type: none"> 1. Legal concepts and processes 2. Legal terminology 3. Health record as a legal document 4. Confidentiality, privacy and security 5. Patient rights 6. Quality assessment and improvement 7. Health care compliance and security 8. Professional and practice-related ethical issues |
| Learning Outcomes: | <ol style="list-style-type: none"> 1. Explain how legal and regulatory requirements relate to legal concepts and processes in health care and in health information management (HIM). (1,2,4) Domain III.B.1 2. Summarize the structure, purposes, functions and the users of health records. (3) Domain I.B.1-2 3. Release patient records in accordance with policies and procedures for access and disclosure of personal health information. (4,5,6) Domain III.B.2 4. Assess user access logs/systems to track access to, and disclosure of, identifiable patient data. (4, 7) Domain III.B.4 5. Collect, organize and present data for quality management, utilization management and risk assessment pertinent to monitoring the privacy and security of health data. (6) Domain II.A.2 6. Release patient-specific data to authorized users when appropriate. (4) Domain II.B.3 7. Assess organizational policies and procedures to ensure compliance and security regulations and standards are met. (7) Domain I.B.2 8. Argue the validity of ethical standards of practice and summarize their applicability to HIM standards of practice. (8) Domain III.B.5 <p>Domains listed refer to CAHIIM Curriculum requirements.</p> |

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| <p style="text-align: center;">Assessment Measures</p> | <p>The work in this course will be submitted in Blackboard.</p> <p>Assessments in this class are based on the reading from the designated textbook, chapter assignments, reviewing the chapter power point presentations, and viewing additional materials posted by your instructor. They are also based on reading designated articles of interest, reviewing web pages, and writing assignments.</p> <p>Chapter tests and all assignments are completed and/or submitted on-line in Blackboard.</p> <p>6 – Timed Chapter Quizzes = 300 points</p> <p>4 – Assignments = 300 points (2 @ 50 points, 2 @ 100 points)</p> <p>1 – Timed Final Exam = 200 points</p> <p><u>Total Possible Points = 800</u></p> <p>If you have a dispute about a Quiz or Exam question, please put it in writing. Cite a verifiable reason, with the page number and paragraph, from your text for why you want me to consider giving you credit. Disputes are handled on a 1:1 basis. The final decision is determined by the instructor.</p> |
| <p>Grading (credit) criteria:</p> | <p>Minimum Competency</p> <ol style="list-style-type: none"> 1. Achieve learning outcomes 2. Grades are weighted as follows: <p><u>Weighted total breakdown for the course 100%:</u></p> <p>Quizzes: 37.5% Assignments: 37.5% Final Exam: 25%</p> <p style="color: red;">The student must have an overall average of 74.5% (letter grade C) or above to pass this course.</p> |

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| <p>Grading (credit) criteria:</p> | <p>A = 89.5 – 100%</p> <p>B = 79.5 – 89.49%</p> <p>C = 74.5 – 79.49%</p> <p>D = 64.5 – 74.49%</p> <p>F – below 64.49%</p> <p>3. Students are expected to take tests, exams, submit assignments on the scheduled dates at the scheduled time. NOTE: The deadline will always be 11:59 pm of the testing date.</p> <p>If a student cannot take an exam on the scheduled date, the student must call or email the instructor prior to the exam deadline. <u>Without this prior notification, the exam grade will be zero.</u></p> <p>The instructor may require written documentation of an illness by a health-care provider or other documentation to verify the reason for the absence. Exams must be made up within 2 days of the original due date.</p> <p>4. There is no extra credit work in this course.</p> <p>5. Students are graded for grammar, spelling and sentence structure in all assignments.</p> <p>6. Final grades are not rounded to the next high number, For example, if your final grade is 95.52% your grade will not be rounded to 96% but will remain 95.52%.</p> <p>7. If the student has a failing grade on more than one assignment, quiz, or exam it is the student's responsibility to seek assistance through the instructor, the learning center or tutoring options. The instructor is available during office hours and by appointment assist in developing an improvement plan.</p> |
| <p>Textbook:</p> | <p><u>Required</u></p> <p>Legal and Ethical Aspects of Health Information Management, Third Edition (ISBN 13: 978-1-4354-8330-9) and ISBN:10 1-4354-8330-8</p> |

| Student Resources (as applicable) | |
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| Campus Resources: | Campus Resources available through Student Services (http://www2.yc.edu/content/studentaffairs/default.htm). |
| myYC Portal: | <p>All Yavapai College students will be required to use the <i>myYC</i> Portal to register, add, or drop classes online at http://my.yc.edu/. First-time students will create a log-on username and password. The <i>myYC</i> Portal includes:</p> <ul style="list-style-type: none"> • Links to your College email • Your degree audit system – <i>DegreeWorks</i> – to track your progress • Registration information - also your schedule • View transcripts, update information, and more! <p>For assistance with the Portal, go to http://portalinfo.yc.edu/support.asp</p> |
| Student Email Accounts: | <p>Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent called 'Scholar', accessed by clicking on the email icon in your <i>myYC</i> portal.</p> <p>Students are expected to check their Yavapai College Scholar account for college-related information and for class information and announcements, as directed by the instructor. For assistance, go to http://www.yc.edu/content/myyc/emailinfo.htm</p> <p>Students may elect to forward their e-mail to an address different from their official Yavapai College account (see instructions on website), but assume full responsibility for reading e-mail at the forwarded location.</p> |
| Library Services: | Library services are available at the Prescott and Verde Valley Campuses. Both are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Both libraries also include public computer access. |
| Learning Centers & Tutoring: | Learning Centers are available on both the Prescott and Verde Valley Campuses. These centers provide a variety of learning support for students including tutoring, adaptive computer and learning equipment for students with disabilities, and a networked general computer lab for registered students. Please call for details: Prescott - 776-2085, or Verde Valley – 634-6562. Web link: http://www.yc.edu/v4content/learning-center/ |
| Online resources and services: | Online writing tutoring for any academic subject is available at http://www2.yc.edu/content/learningcenters/ |
| Open Computer Labs: | Most campuses have open computer lab hours for currently-enrolled students. Please check your campus site for availability and schedules. |
| Holidays & Closures: | <ul style="list-style-type: none"> • Martin Luther King Jr. Day (No classes, offices closed) - January 19, 2015 • Spring Break (No classes, offices closed) - March 9 – 13, 2015 • Memorial Day (No classes, offices closed) – May 25, 2015 |

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| <p><u>Important Dates:</u></p> | <p>Instruction Begins – January 12, 2015 Last Day to Add/Drop Regular class – January 18, 2015 Last Day for 100% refund - January 18, 2015 Last Day of Student-initiated Withdrawals (no refunds) – March 8, 2015 Last Day of classes – May 4, 2015</p> |
| <p>Institutional Policies and Instructor Procedures</p> | |
| <p>Attendance:</p> | <p>Students are expected to attend and participate in all class meetings, laboratories, and field trips. A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. All course work must be made up as directed by the instructor. A student who does not adhere to instructor and College attendance requirements may be dropped from the course as defined in the Yavapai College General Catalog.</p> <p>If a student has no measureable (graded) activity during a period of two active class weeks, the student may be dropped from the class. Please communicate with your instructor to make prior arrangements before an extended absence to avoid being dropped from the class.</p> <p><u>IMPORTANT PLEASE READ:</u></p> <p>**Log in to Blackboard, see instructions in Announcements to post your Syllabus Agreement statement in the appropriate Discussion Board Forum by 11:59PM the second day of class (January 13, 2015) or contact the instructor to avoid being dropped.</p> <p>If you do not do this for any reason you will be dropped from this class.</p> <p>Please refer to the College Refund Schedule Add/Drop/Refund Deadlines: Spring 2015.</p> |
| <p>Course Withdrawal:</p> | <p>A student-initiated drop date is established by the College, as noted in the above section “Important Dates”. Students are responsible to drop a class through the Self-Service option on the <i>myYC</i> Portal. If you have not withdrawn from a class by the student-initiated drop date, you will receive the letter grade earned in the course at the end of the semester. An instructor may withdraw students from class after the student-initiated date. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on the student’s permanent record.</p> |

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| <p>Satisfactory (S)/ Unsatisfactory (U) Grades</p> | <p>An “S” grade is defined as equivalent to a grade of “C” or better on the conventional grading scale of A-F. A course completed with an “S” grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course.</p> <p>Specified courses are grades only S/U. Students who prefer the S/U grading option must notify the class instructor. Conditions of Satisfactory/Unsatisfactory (S/U) grading:</p> <ul style="list-style-type: none"> • Since some college and universities limit the number of credits completed with S/U grading that will transfer, or restrict the way that such credits may be applied to degree requirements, it is recommended that students preparing to transfer select the S/U grading option only for elective courses. • A maximum of twelve (12) hours of “S” credit from 100- and 200- level courses may be applied toward Yavapai College graduation requirements • S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC). • S/U grades are not computed in the student’s Yavapai College grade point average. |
| <p>Academic Integrity:</p> | <p>Honesty in academic work is a central element of the learning environment. The presentation of another individual’s work as one’s own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College’s Student Code of Conduct.</p> <p>Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct (http://www.yc.edu/v4content/student-affairs/code-conduct.htm)</p> |
| <p>Student Code of Conduct:</p> | <p>Respect for the rights of others and for the College and its property are fundamental expectations for every student. The “Code of Conduct” outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.</p> <p>Students are expected to respond and write in a professional and appropriate manner when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.</p> <p>Web link for the Student Code of Conduct – http://www.yc.edu/v4content/student-affairs/code-conduct.htm</p> |

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| <p>Internet Downloading:</p> | <p>Yavapai College technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked.</p> |
| <p>Disability Resources:</p> | <p>Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through the Disability Resources Coordinator (Prescott Campus: 928-776-2079 or Verde Valley Campus: 928-634-6563).</p> |
| <p>Cell Phone, Pages & Texting:</p> | <p>Yavapai College is committed to providing a quality learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center, and testing areas. Cell phones and pagers need to be used outside these facilities.</p> |
| <p>Tobacco Use:</p> | <p>Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. If you use the facilities at Yavapai College, we comply with ASRS 36-301.01, Smoke Free AZ. Smoking is prohibited indoors and 25 feet from all doors, windows and vents.</p> <p>In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.</p> |
| <p>Drug & Alcohol Free Environment:</p> | <p>Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community, and is prohibited.</p> |
| <p>Additional Instructor Procedures:</p> | <p>Some general exam guidelines:</p> <p>A. Avoid taking exams on computers that have dial-up internet service. If you have a dial-up server, you should take the exams at the Computer Commons at the Prescott, Prescott Valley or Verde Valley Campuses. Firefox is recommended for taking exams on Blackboard.</p> <p>B. Don't open (or enter) the exam until you are ready to complete the entire exam. You cannot exit the exam or return to it later. Problems like low laptop batteries, lightening, internet failures, distractions, etc., are not acceptable reasons for requesting repeat attempts.</p> <p>C. Answer the easier questions first, then go back and work on the difficult questions.</p> <p>D. Before submitting a completed exam hit CTRL P to print a copy of your</p> |

exam. You will need a copy of your exam if not successfully submitted to prove you took your exam. Otherwise, you will not receive a score for that exam. Please use the “SAVE” feature after each question or at the end of the exam. At the end of the exam click “submit”.

E. To see if an exam was successfully submitted, go to Blackboard “Gradebook” and click on “View Grades.” An exclamation point (!) for an exam score means the exam needs to be manually graded by your Instructor but has been successfully submitted. **A tablet with a pencil across it means there is a problem with the exam and you need to contact your Instructor immediately.**

****Syllabus Agreement****

The Syllabus Agreement can be completed by logging on to the Discussion Board and creating a thread confirming you have read and accept the terms of the Course Syllabus. This is mandatory.

Please do this no later than January 13, 2015 by 11:59 pm. This action must be completed or the student will be dropped from the class.

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| <p>Online System & Assignment Requirements:</p> | <p>Computer Hardware/Internet Connection To find help with technical requirements and new learner support please begin at the Home page for YC College. On the top of the screen you will see “ A-Z Index”, click on this. Once you are in the index click the letter “T”. Once in the index under “T” choose Technology Enhanced Learning Services “TELS.” In the TELS screen on the far right you will see these selections: Click on the selection that will answer your question.</p> <p>TELS Home Support for Students Support for Online Learning Blackboard Support Hardware/Software Recommendations</p> <p style="padding-left: 40px;">Tegrity Support for Students 2011 Live Orientation Schedule Best Practices for Online Learners Academic Integrity Title</p> <p>Checking Grade Center To check your grades in the Grade Center just click on the Blue Button on the left of the course screen “View Grades”. If you see a green exclamation point (!) this means the items still needs a grade but it has been submitted.</p> <p>Weekly grades will be posted by the last day of the week following the week they are due in. Example: Due January 18, grades will be posted by January 23.</p> |
| | <p>Additional General Allied Health Program Information: Please meet with your academic advisor every semester. If your Allied Health certificate program requires an internship, you must complete all prerequisite courses prior to applying for the internship. Students must obtain all immunizations, CPR training, DPS Fingerprint Clearance Card and provide documentation to verify that these have been done as part of the application for internship. Students may need to devote up to 40 hours per week for 3 weeks to complete the 120 hour internship and should be available to do so anytime within the semester that they plan to do the internship.</p> <p>Allied Health students that participate in internships or a clinical experience are tested for illegal drug use. Students with positive drug screens are not permitted to take Allied Health courses for a minimum of one year. A student with a history of drug-related convictions may be disqualified from participating in an internship or clinical experience and may be ineligible for certification and/or licensure. Please meet with an academic advisor for</p> |

further directions.

Information pertaining to internships can be found at this site:

www.yc.edu/alliedhealth.

Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes.

Because of its obligations under federal law, however, Yavapai Community College will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another Federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Yavapai Community College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai Community College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.

Students who violate Yavapai Community College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. (HR policy 2.6.2)

[DO NOT COMPLETE THIS FORM. Follow the directions posted in the class on Blackboard. You will submit your Syllabus Agreement through the Discussion Board.]



**SYLLABUS
AGREEMENT**

Course: HIM173 Legal & Ethical Aspects of HIM CRN 10997 & 10998

Instructor: Beth Bazevage, MS, RN

Time Frame: January 12 – May 4, 2015; Online; Spring 2015

I have been provided with a copy of the syllabus for this course in either electronic or paper format. I have read this syllabus and have been given a chance to ask questions about it.

I understand the syllabus requirements and agree to them.

Student Signature

Date