Syllabus for HIMT340 Ethical Issues, Security Management and Compliance

NOTE: This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

Course Description

This course is intended to cover three broad subject areas in health information management. The learning topics of the course are introduced in 15 lessons organized into three modules. Module I includes Lessons 1 and 2 which provide a broad introduction to medical laws, ethics, and healthcare information security management. Module II comprises Lessons 3 through 11 which teach most of the crucial elements of information security management. Lessons 12 through 15 in Module III progressively introduce the U.S. legal system and its influence on healthcare, the issues surrounding medical records and their digitization, patient data confidentiality, HIPAA regulation, and other laws affecting the healthcare industry.

Prerequisite(s)

None.

Course Outcomes

Upon completing this course, you will be able to do the following:

- Understand the relationship between medical ethics and laws, and know how to apply ethical decision-making models.
- Achieve a comprehensive understanding of the general framework of information security management in healthcare.
- Understand the critical components of information security management, including planning, policy development and enforcement, security management models, risk management, and basic protection mechanisms against security threats.
- Perform a cost-benefit-risk analysis of system security applications.
- Apply U.S. healthcare policies and laws, as well as regulatory trends.
- Develop a basic compliance program for a healthcare organization.

Course Requirements/Components

This is a lecture-based course, with the majority of learning material provided in the PowerPoint slides within each lesson. Each lesson begins with a set of clearly stated learning outcomes and ends with a summary slide to remind you what information to focus on. To follow and understand the narrated teaching slides, you should read the assigned textbook chapters prior to studying the online presentation. These chapters are identified on the first slide of each lesson.

We will not cover every chapter in both textbooks, and information from chapters we do not cover in this course will not be included in any assessments. That said, I encourage you to read these chapters if you have time because they contain useful information that may be of interest to you.

Your learning outcome will be assessed by a variety of evaluation instruments:

Quiz

There will be one (1) quiz in the course due to the limited scope of the material to be covered. The quiz is identified in the course calendar.

Exams

There will be three (3) exams in the course; they are identified in the course calendar. Due to the large amount of material to be covered in the course, these exams are non-cumulative in terms of their coverage.

Homework (Written and/or Discussions)

There are 13 homework assignments. You must produce your work independently (i.e., without the aid of others) and submit them on time. The submission due dates are specified in the course calendar.

Written assignments

For all written assignments, you are required to follow the submission format specified below.

Discussions

For all discussions you are expected to make your initial post either the Wednesday or Friday of that week. The course calendar clarifies which due date is necessary for each discussion. The purpose of discussions is for you to learn from each other. Therefore, you must allow your fellow classmates time to review your work and provide feedback. Please don't wait until replying to each other until Sunday night. Discussions require you to log in more frequently and space our responses over the course of a few days.

To get the most out of the discussions, respectfully challenge each other, point out areas of confusion, and suggest ways to improve a strategy. Reflect on how reviewing the response of others changed your way of thinking or exposed gaps in your understanding.

All work is due at 11:59 pm CST unless otherwise noted.

Project

You must successfully complete a course project between weeks 3 and 10 on the ethics of using human subjects in research. Submission of the completion certificate issued by the online project site by week 11 will account for 7% of your course grade.

Format for Written Homework Assignments

Please use the following format to organize and submit all written homework:

- Font: Times New Roman, 12 points
- Spacing: 1.5 lines
- Margins: 1 inch on all four sides
- Cover Page: A separate cover page with course number and homework number placed in the center, and your name and student ID at the bottom
- Body of text: Copy/paste each *question* from the homework into the document before responding to them, but do not copy/paste *scenarios* or *cases* included in homework assignments.
- References: If quoting the work of others, include proper APA citations

Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:

Grade	Percentage Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0 - 59%

Assignment	% of Course Grade

Ethics Quiz (1)	5
Exams (3)	36
Homework (13)	52
Project (1)	7
Total	**100%**