MIDSTATE COLLEGE
411 W. NORTHMOOR RD.   PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Spring 2019

Course: HI310 Advanced Principles of Health Information Management I

Credit: 4 Quarter Hours
Method of Delivery: eLearning (E)

Course Description: This course examines data maintenance and health informatics using electronic records with a comparison to transition from paper and hybrid records. Legal and ethical aspects of health information management are examined along with reimbursement methodologies and revenue cycle management.
Prerequisite: None

Text(s) & Manual(s): Health Information Management: Concepts, Principles, and Practice, Fifth Edition
ISBN: 9781584265146
Author(s): Pamela K. Oachs & Amy L. Watters
Publisher: AHIMA Press

Materials needed for this course:
    Additional Supplies: None
    Hardware/Software and Equipment: None

Topics:
1. The U.S. Healthcare Delivery System
2. Legal Issues in Health Information Management
3. Data Governance and Stewardship
4. Health Record Content and Documentation
5. Clinical Classifications, Vocabularies, Terminologies and Standards
6. Data Management
7. Reimbursement Methodologies
8. Revenue Cycle Management
9. Clinical Documentation Improvement and Coding Compliance
10. Organizational Compliance and Risk
11. Data Privacy, Confidentiality, and Security
12. Health Information Technologies
13. Health Information Systems Strategic Planning
14. Consumer Health Informatics
15. Health Information Exchange

Learning Objectives: Upon completion of this course, the student will be able to:
1. Interpret health information standards.
2. Compile health record documentation guidelines.
3. Evaluate health information systems.
4. Manage clinical indices, databases, and registries.
5. Plan support of health information technologies.
6. Evaluate vendor contracts.

AHIMA Baccalaureate Entry Level Competencies (2014)

Baccalaureate Competencies	Assessment Item
I.A.1. Evaluate, implement, and manage electronic applications/systems for clinical classification and coding.	Week 5 - Chapter 9 - Research various encoder software products that are available. List criteria that you would use to evaluate each one if you were in a position to purchase the product. Identify pros and cons of each and discuss which product you would select based on criteria that you listed.
I.B.2. Compile organization-wide health record documentation guidelines.	Week 2 - Chapter 4 -Compile record documentation guidelines pertinent to various points of contact with the patient to provide evidence of compliance with Joint Commission Standard IM.01.01.01.
I.B.3. Interpret health information standards.	Week 2 - Chapter 4 - Review the Joint Commission Information Management standards and prepare a PowerPoint presentation that could be used for a staff education tool to explain how each of the standards pertains to various areas of HIM practice and identify types of documentation that may be used to demonstrate compliance with each standard.
I.C.1. Format data to satisfy integration needs.	Week 11 - Chapter 15 – Explain how information complexity can cause problems with interoperability. Provide examples. Evaluate the importance of interoperability standards as they relate to HIE. Address requirements to format data to satisfy integration needs. Provide an example of data that is not formatted

	appropriately and an example of properly formatted data.
I.C.2. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise.	Week 9 - Chapter 13 - Application Exercise 1.
I.C.3. Demonstrate compliance with internal and external data dictionary requirements.	Week 3 - Chapter 6 - Review the information about HEDIS data submission at http://www.ncqa.org/hedis-quality-measurement/hedis-data-submission. Read the Patient Level Detail File Instructions and examine the IDSS Import Template and Materials. Select one of the IDSS data dictionaries and describe three elements listed in the document.
I.C.4. Advocate information operability and information exchange.	Week 11 - Chapter 15 – Explain how information complexity can cause problems with interoperability. Provide examples. Evaluate the importance of interoperability standards as they relate to HIE. Address requirements to format data to satisfy integration needs. Provide an example of data that is not formatted appropriately and an example of properly formatted data.
I.D.1. Analyze information needs of customers across the healthcare continuum.	Week 9 - Chapter 13 - Identify at least three different customers of healthcare delivery and list the information needs of each. Compare how each customer uses the information.
I.D.2. Evaluate health information systems and data storage design.	Week 8 - Chapter 12 - Go to http://www.health-care-it.com/ and select three different types of vendors. Evaluate the systems including aspect of storage media, disaster recovery, and use of cloud computing. Develop a decision matrix and prioritize items that you would include in an RFP to select the vendor. Determine items of importance that should be addressed in the contract. Justify your response.
I.D.3. Manage clinical indices/databases/registries.	Week 3 - Chapter 6 - Write a policy for cancer registry case finding and follow-up.
I.D.4. Apply knowledge of database architecture and design to meet organizational needs.	Week 9 - Chapter - 13 Application Exercise 1.

I.E.1. Validate data from secondary sources to include in the patient's record, including personal health records.	Week 10 - Chapter 14 - Patients collect a variety of personal health information in their personal health records and mobile devices. Discuss the pros and cons of incorporating patient generated health information into the provider's health records.
II.B.2. Recommend elements included in the design of audit trails and data quality monitoring programs.	Week 8 - Chapter 12 - Determine what elements should be included in the design of an audit trail and data quality monitoring program. Justify your answer.
III.B.2. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies.	Week 9 - Chapter 13 - Discuss Real World Case 1, questions a, b, and c.
III.F.1. Educate consumers on patient-centered health information technologies.	Week 10 - Chapter 14 - Create a PowerPoint directed to a consumer audience that provides education about managing personal health information.
III.G.1. Collaborate in the development of operational policies and procedures for health information exchange.	Week 11 - Chapter 15 - Read, critique, and summarize three articles related to barriers to health information exchange. Relate the article to HIE in your own state. The summary can focus on economic, political, technical, cultural or social barriers to the full adoption of HIE into modern healthcare delivery practices and the challenges of interstate and national exchange of patient information.
VI.F.1. Identify departmental and organizational survey readiness for accreditation, licensing, and/or certification processes.	Week 2 - Chapter 4 - Review the Joint Commission Information Management standards and prepare a PowerPoint presentation that could be used for a staff education tool to explain how each of the standards pertains to various areas of HIM practice and identify types of documentation that may be used to demonstrate compliance with each standard.
VI.F.4. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems.	Week 1 - Chapter 1 - Real World Case 1.
VI.F.6. Collaborate in the development and implementation of information governance initiatives.	Week 2 - Chapter 3 - Real World Case 1.

VI.F.7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives.	Week 2 - Chapter 3 – Project.
VI.I.2. Recommend clinical, administrative, and specialty service applications.	Week 8 - Chapter 12 - Go to http://www.health-care-it.com/ and select three different types of vendors. Evaluate the systems including aspect of storage media, disaster recovery, and use of cloud computing. Develop a decision matrix and prioritize items that you would include in an RFP to select the vendor. Determine items of importance that should be addressed in the contract. Justify your response.
VI.J.1. Evaluate vendor contracts.	Week 8 - Chapter 12 - Go to http://www.health-care-it.com/ and select three different types of vendors. Evaluate the systems including aspect of storage media, disaster recovery, and use of cloud computing. Develop a decision matrix and prioritize items that you would include in an RFP to select the vendor. Determine items of importance that should be addressed in the contract. Justify your response.
VI.J.2. Develop negotiation skills in the process of system selection.	Week 8 - Chapter 12 - Go to http://www.health-care-it.com/ and select three different types of vendors. Evaluate the systems including aspect of storage media, disaster recovery, and use of cloud computing. Develop a decision matrix and prioritize items that you would include in an RFP to select the vendor. Determine items of importance that should be addressed in the contract. Justify your response.
VI.K.1. Manage information as a key strategic resource and mission tool.	Week 2 - Chapter 3 – Project.

Midstate Grading scale:

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

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

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Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:
- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Cindy Heskett, RHIT, CCS, MOA
Midstate email: csheskett@midstate.edu

Room/phone: 236/309-692-4092
Office Hour(s): Tuesday and Wednesday 4:30-5:45pm (CST) and by appointment

Policies and Procedures:
1. All work is to be submitted on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material following the seven day grace period. Late work will NOT be accepted without prior approval from the instructor. This includes homework and quizzes.
2. Academic dishonesty is never tolerated and will be referred to the Dean.
3. The final exam must be completed. Failure to do so will result in failure of the course.
4. Academic integrity is important at Midstate College, as stated in the catalog and student handbook. This not only includes prevention of cheating on exams and written research papers, but also discussion forum postings. Discussion postings must be in your own words and references must be cited.
5. The policy for eLearning is that course materials are available to students at noon each Monday and that students have until 7:59 a.m. Monday morning to complete the previous week's material. However, students are advised against waiting until the last minute or last day to submit their work for a variety of reasons. If you work on your eLearning course early in the week and experience computer problems, you have more

time to find an alternate computer. Also, the discussion forums can be very beneficial learning tools in eLearning if utilized to their greatest potential. It is difficult to have an effective and meaningful "discussion" if nobody posts until the last minute.

Participation Requirements:
1. Discussion responses must be posted by Sunday night at the end of the week. In order to receive full credit for online discussion, you must also respond to at least one other student in a meaningful manner with either a value-added comment or an insightful question about the posting of your classmate.

Examination Information: There will be a total of 11 quizzes over the course of weeks 1-11.

Methods of evaluating student performance: All assignments, projects, quizzes, assessment items, and the final examination must be completed. If all required elements are not done, the student will not pass this course. A course average of C or better is required to be considered passing for this course.

Discussions	25%
Weekly Reflections	20%
Assignments	25%
Quizzes & Final Exam	30%
Total	100%

Instructor's Grading Scale:

ELEARNING DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting • Answers the minimal requirements of the question without supporting evidence = 10 point • Minimal posting with supporting evidence = 20 points • Complete posting with supporting evidence = 30 points	30 points
Response to posting of a classmate • Posting the minimal requirements without supporting evidence = 10 points • Minimal posting with supporting evidence = 20 points • Complete posting with supporting evidence = 30 points	30 points
Correct spelling in postings for the week • No spelling errors = 20 points • One or two spelling errors = 10 points • More than two spelling errors = 0 points	20 points
Correct grammar in postings for the week • No grammar errors = 20 points • One or two grammar errors = 10 points • More than two grammar errors = 0 points	20 points

Total points per weekly discussion	100 points

WEEKLY REFLECTION GRADING GUIDELINES	
• Two complete paragraphs with supporting evidence = 40 points • One paragraph with supporting evidence or two minimal paragraphs without supporting evidence = 20 points • Answers the minimal requirements of the question without supporting evidence = 10 points • No posting = no points	40 points
Correct spelling in postings for the week • No spelling errors = 30 points • 1 misspelled word = 20 points • 2-3 misspelled words = 10 point • More than 3 misspelled words = 0 points	30 points
Correct grammar in postings for the week • No grammar/mechanical errors = 30 points • 1 grammar/mechanical error = 20 points • 2-3 grammar/mechanical errors = 10 points • More than 3 misspelled words = 0 points	30 points
Total points per weekly discussion	100 points

WRITING ASSIGNMENT GRADING GUIDELINES			
	-20	**-10**	**-0**
Introduction	Does not state objectives clearly	States objectives clearly, plus includes thesis statement	Also includes necessary info for reader's understanding of topic
Paragraph Development	Paragraphs are not well developed, not using minimum number of sentences nor complex sentences	Paragraphs are somewhat developed, using simple sentences, and with the minimum number of sentences	Paragraphs are fully developed, using multiple, complex and compound sentences
Content	Does not cover content appropriately	Major areas of content are included, but lacking sufficient detail	All pertinent content is covered
Mechanics	More than 3 errors	Between 1-3 errors	No errors
Spelling	More than 3 misspelled words	Between 1-3 misspelled words	No misspelled words

Week	Chapter
1	1. The U.S. Healthcare Delivery System 2. Legal Issues in Health Information Management
2	3. Data Governance and Stewardship 4. Health Record Content and Documentation
3	5. Clinical Classifications, Vocabularies, Terminologies and Standards 6. Data Management
4	7. Reimbursement Methodologies 8. Revenue Cycle Management
5	9. Clinical Documentation Improvement and Coding Compliance
6	10. Organizational Compliance and Risk
7	11. Data Privacy, Confidentiality, and Security
8	12. Health Information Technologies
9	13. Health Information Systems Strategic Planning
10	14. Consumer Health Informatics
11	15. Health Information Exchange
12	Final Exam

Course Outline

Week One
Topics:
1. **The U.S. Healthcare Delivery System**
2. **Legal Issues in Health Information Management**

Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Construct a timeline of the history of the healthcare delivery system from ancient times to the present.
2. Identify the basic organization of the various types of hospitals and healthcare organizations.
3. Describe the impact of external forces on the healthcare industry.
4. Discuss the impact of regulatory change on the healthcare delivery system.
5. Identify sources of law.
6. Examine liabilities associated with the electronic health record.
7. Apply legal principles in determining health record ownership and access.

Assignments:
1. **Read:** Chapters 1 and 2.
2. **Listen** to the recorded lecture.
3. **Discussion 1:** The first discussion shall consist of two paragraphs. The first paragraph will simply be an introduction of you. Please include your name, major and any professional or personal information that you wish to share. The second paragraph should address backup plans. Since this class requires an online component, it is important to have access to a reliable computer. What is your backup plan in the event that you experience computer or internet access problems?
4. **Discussion 2:** Select an issue or topic related to healthcare system issues (for example, Medicare prescription drug coverage, or access to healthcare for the uninsured). Read professional journal articles (search Google Scholar) and general press articles (articles directed at the general public as the audience). Compare the information that is available to healthcare professionals versus information that is available to the public. Share your findings.
5. **Homework:**
    *   Chapter 1 Real World Case 1
    *   Chapter 2 Application Exercises 2 and 3
6. **Quiz:** Chapters 1 and 2
7. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Two
Topics:
1. **Data Governance and Stewardship**
2. **Health Record Content and Documentation**

Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Explain data governance concepts.
2. Compare and contrast the data management domains.
3. Distinguish between data and information governance.
4. Identify the factors that determine the content of the health record.
5. Compare major content areas of the health record.
6. Assess policies and procedures on health record storage, retention, and destruction.

Assignments:
1. **Read:** Chapters 3 and 4.
2. **Listen** to the recorded lecture.
3. **Discussion:** There are various definitions of the term, "data governance." In your own words, define "data governance" and explain why you defined it that way.
4. **Homework:**
   - Chapter 3 Project
   - Chapter 3 Real World Case 1
   - Chapter 3 Application Exercise 1
   - Compile record documentation guidelines pertinent to various points of contact with the patient to provide evidence of compliance with Joint Commission Standard IM.01.01.01.
   - Review the Joint Commission Information Management standards and prepare a PowerPoint presentation that could be used for a staff education tool to explain how each of the standards pertains to various areas of HIM practice and identify types of documentation that may be used to demonstrate compliance with each standard. Be sure to include your narration in the notes area of the PowerPoint presentation.
5. **Quiz:** Chapters 3 and 4
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Three
Topics:
1. **Clinical Classifications, Vocabularies, Terminologies, and Standards**
2. **Data Management**

Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Differentiate among and identify the correct uses of classifications, vocabularies, terminologies, and standards.
2. Discuss the role of mapping among clinical terminologies, vocabularies, and classifications.
3. Explain healthcare data sets and describe their purpose.
4. Distinguish between primary and secondary data and between patient-identifiable and aggregate data.
5. Compare the facility-specific indexes commonly found in hospitals.
6. Describe AHIMA's data quality model and explain its elements.

Assignments:
1. **Read:** Chapters 5 and 6.
2. **Listen** to the recorded lecture.
3. **Discussion:** Discuss Chapter 5 Real World Case Question 2a.
4. **Homework:**
   - Review the information about HEDIS data submission at http://www.ncqa.org/hedis-quality-measurement/hedis-data-submission. Read the Patient Level Detail File Instructions and examine the IDSS Import Template and Materials. Select one of the IDSS data dictionaries and describe three elements listed in the document.
   - Write a policy for cancer registry case finding and follow-up.
   - Chapter 6 Application Exercises 3 and 4
5. **Quiz:** Chapters 5 and 6
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Four
Topics:
1. **Reimbursement Methodologies**
2. **Revenue Cycle Management**

Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Assess current reimbursement processes and support practices for healthcare reimbursement.
2. Examine the concept of managed care and provide examples of different types of managed care organizations.
3. Compare the different types of fee-for-service reimbursement methods.
4. Analyze prospective payment systems for various types of healthcare facilities and services.
5. Examine the key phases of revenue cycle management.
6. Evaluate the impact of a clinical documentation improvement program on the revenue cycle.
7. Evaluate the impact of case management and utilization management on the revenue cycle.

Assignments:
1. **Read:** Chapters 7 and 8.
2. **Listen** to the recorded lecture.
3. **Discussion:** The charge description master (CDM) requires expertise from a variety of departments across a healthcare organization. Identify department representatives which you would ask to join an oversight committee for the CDM and provide them a reason for the committee's need for their expertise.
4. **Homework:**
   - Chapter 7 Real World Case 1
   - Chapter 8 Application Exercise 1
   - Chapter 8 Essay Questions 1 and 2
5. **Quiz:** Chapters 7 and 8
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Five
Topics:
  1. **Clinical Documentation Improvement and Coding Compliance**
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Determine processes for compliance with laws and standards related to coding and revenue cycle.
2. Develop methods to ensure the accuracy of coded data based on established guidelines.
3. Determine processes to monitor healthcare fraud and abuse.
4. Develop methods to manage elements of the clinical documentation improvement process.

Assignments:
1. **Read:** Chapter 9.
2. **Listen** to the recorded lecture.
3. **Discussion:** This week's discussion question has three parts. How does clinical documentation affect patient care? How does clinical documentation affect the support and management of health services? How are coding compliance and CDI related?

4. **Homework:**
   - Research various encoder software products that are available. List criteria that you would use to evaluate each one if you were in a position to purchase the product. Identify pros and cons of each and discuss which product you would select based on criteria that you listed.
   - Chapter 9 Real World Cases 1 and 2
   - Chapter 9 Application Exercise 2
   -
5. **Quiz:** Chapter 9
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Six
Topic:
   1. **Organizational Compliance and Risk**
Objectives:
Upon completion of this week's assignments, the student will be able to:
   1. Assess the importance of the OIG workplan to organize compliance.
   2. Apply risk management principles.
   3. Analyze regulations addressing identify theft.

Assignments:
   1. **Read:** Chapter 10.
   2. **Listen** to the recorded lecture.
   3. **Discussion:** Discuss the original intent of the Red Flags rule the FTC published in 2007 as it related to healthcare institutions. What was the purpose of the Clarification Act published in 2010?
   4. **Homework:**
      - Chapter 10 Application Exercises 1, 2, and 3
   5. **Quiz:** Chapter 10
   6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Seven
Topic:
  1. **Data Privacy, Confidentiality, and Security**
Objectives:
Upon completion of this week's assignments, the student will be able to:
  1. Interpret the privacy, security, and breach notification requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996
  2. Differentiate between privacy, confidentiality, and security.
  3. Demonstrate the appropriate uses and disclosures of health information.

Assignments:
  1. **Read:** Chapter 11.
  2. **Listen** to the recorded lecture.
  3. **Discussion:** In 2011 to 2012, the Department of Health and Human Services conducted HIPAA audits to evaluate the current level of HIPAA compliance among healthcare organizations, health plans, and clearing houses. The findings indicated that small healthcare organizations were often found to be out of compliance with the HIPAA regulations. What do you think are the biggest barrier(s) to compliance with the HIPAA regulations among this population of healthcare organizations?
  4. **Homework:**
     - Conduct an Internet search on an organization's Notice of Privacy Practices for a healthcare provider (hospital, clinic, dentist, chiropractor, and such). The Final Omnibus Rule of 2013 requires that organizations publish them on the Internet if the organization maintains a website. Once you find a Notice of Privacy Practices, analyze the content of the Notice of Privacy Practices to ensure that all required elements are covered on the Notice of Privacy Practices. Write a paper indicating what was present, what was missing, and what they would change/enhance on the Notice of Privacy Practices. Include a link to the Notice of Privacy Practices that you analyzed.
     - Chapter 11 Theory Into Practice Questions 1, 2, and 3
  5. **Quiz:** Chapter 11
  6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Eight
Topic:
    1. **Health Information Technologies**
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Assess the field of informatics as it is applied in healthcare.
2. Identify the major issues associated with computerizing health data and information.
3. Assess the types of computer applications and technologies used to support the delivery of healthcare and the management of health data and information.

Assignments:
1. **Read:** Chapter 12.
2. **Listen** to the recorded lecture.
3. **Discussion:** Search Google Scholar to gain a broader understanding of informatics as an emerging discipline within healthcare. Discuss your findings.
4. **Homework:**
   - Go to http://www.health-care-it.com/ and select three different types of vendors. Evaluate the systems including aspect of storage media, disaster recovery, and use of cloud computing. Develop a decision matrix and prioritize items that you would include in an RFP to select the vendor. Determine items of importance that should be addressed in the contract. Justify your response.
   - Determine what elements should be included in the design of an audit trail and data quality monitoring program. Justify your answer.
   - Chapter 12 Real World Cases 1 and 2
5. **Quiz:** Chapter 12
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Nine
Topic:
    1. **Health Information Systems Strategic Planning**
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Participate in strategic planning of the systems development life cycle for health information systems.

2. Examine health information systems from a utilization perspective to help optimize their use.
3. Analyze health information systems from an information and data governance perspective to help ensure their value.

Assignments:
1. **Read:** Chapter 13.
2. **Listen** to the recorded lecture.
3. **Discussion:** Discuss Real World Case 1, questions a, b, and c.
4. **Homework:**
   - Chapter 13 Application Exercise 1
   - It can be helpful to discuss systems outside of those in health information in order to fully assure an understanding of how elements work together to achieve a common purpose. Select any other system and outline the elements of the system, how they work together, and what purpose they serve. Describe the system from the perspective of its life cycle.
   - Identify at least three different customers of healthcare delivery and list the information needs of each. Compare how each customer uses the information.
5. **Quiz:** Chapter 13
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Ten
Topic:
   1. Consumer Health Informatics
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Examine the topic of consumer health informatics.
2. Differentiate patient portals, personal health records, and personalized medicine.
3. Promote the importance of patient and family engagement.
4. Analyze patient-centered care.

Assignments:
1. **Read:** Chapter14.
2. **Listen** to the recorded lecture.

3. **Discussion:** Search scholarly articles to gain a broader understanding of consumer informatics as an emerging discipline in healthcare. Share and discuss your findings.
4. **Homework:**
   - Create a PowerPoint directed to a consumer audience that provides education about managing personal health information
   - Patients collect a variety of personal health information in their personal health records and mobile devices. Discuss the pros and cons of incorporating patient generated health information into the provider's health records.
5. **Quiz:** Chapter 14
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Eleven
Topic:
   1. **Health Information Exchange**
Objectives:
Upon completion of this week's assignments, the student will be able to:
   1. Differentiate between the pros and cons of different models of health information exchange.
   2. Distinguish the importance of HIE in the context of healthcare quality improvement.
   3. Explain the challenges of interoperability.
   4. Collaborate in the development of operational policies and procedures for health information exchange.

Assignments:
   1. **Read:** Chapter 15.
   2. **Listen** to the recorded lecture.
   3. **Discussion:** Why has system interoperability been so elusive in the healthcare delivery industry? Discuss some of the business and organizational culture causing a lack of motivation to accelerate movement toward interoperable health record systems.
   4. **Homework:**
      - Explain how information complexity can cause problems with interoperability. Provide examples. Evaluate the importance of interoperability standards as they relate to HIE. Address requirements to

format data to satisfy integration needs. Provide an example of data that is not formatted appropriately and an example of properly formatted data.

- Read, critique, and summarize three articles related to barriers to health information exchange. Relate the article to HIE in your own state. The summary can focus on economic, political, technical, cultural or social barriers to the full adoption of HIE into modern healthcare delivery practices and the challenges of interstate and national exchange of patient information.

5. **Quiz:** Chapter 15
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

Week Twelve

Assignments
1. Complete the Final Examination.
2. Complete the Course Evaluation.
3. **Final Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Final Weekly Reflection drop box. Please devote one paragraph each to two concepts that you found most personally important and/or valuable from this quarter. In the third paragraph, please share information regarding what you liked best about the course, what you liked least about the course and any comments or suggestions for improvement. The weekly reflection is due by Monday at 8:00 AM.