RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE

HLTH 103 Health Law and Ethics

I. Basic Course Information

 A. Course Number and Title: HLTH 103
                     Health Law and Ethics
 B. New or Modified Course: Modified

 C. Date of Proposal: Semester: Fall Year: 2018

 D. Effective Term: **Fall 2019**

 E. Sponsoring Department: Health Science Education

 F. Semester Credit Hours: 3

 G. Weekly Contact Hours: Lecture: 3 hours

                  Out of class student work per week: 6

 H. Prerequisites/Corequisites: None

 I. Laboratory Fees: None

 J. Name and Telephone Number or E-Mail Address of Department Chair and Divisional
 Dean at time of approval: Beryl Stetson, Beryl.Stetson@raritanval.edu
  Divisional Dean: Terence Lynn, Terence.Lynn@raritanval.edu

II. Catalog Description

 Pre-requisites/Co-requisites: **None**
 This course is an in-depth study of federal, state and local laws that govern the
 preparation and use of health records and health information in the health care
 delivery system. The course covers the impact of legal issues on health
 information management and provides an overview of the judicial system and
 legislative process. Topics include confidentiality, release of information,
 retention guidelines, authentication, informed consent, advance directives,
 subpoenaed information, security of computerized health information, liability,
 and legislative trends.

III. Statement of Course Need

A. This course fulfills the "knowledge cluster content and competency" required by the American Health Information Management Association (AHIMA) and its accrediting body, the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

B. There is no lab component for this course.

C. This course generally transfers as a program requirement in health information technology.

IV. Place of Course in College Curriculum

A. Free Elective (This applies automatically to all college level credit courses in the College.)
B. This course does not serve as a General Education course.
C. This course meets a program requirement for the Health Information Technology A.A.S. degree program.
D. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content
A. Introduction to the American Legal System
B. The Law and Ethics
C. Legal Proceedings
D. Evidence
E. Consent to Treatment
F. The Legal Health Record
G. HIPAA Privacy Rule
H. HIPAA Security Rule
I. Security access controls and system controls
J. Access, Use, and Disclosure
K. Compliance
L. Workplace Law

VI. General Education and Course Learning Outcomes

A. **General Education Learning Outcomes:**

At the completion of the course, students will be able to:
1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure. (GE-1, IL)

2. Apply policies and procedures for access and disclosure of personal health information. (GE-1, IL)
3. Release patient-specific data to authorized users. (GE-1, 4, IL)
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data. (GE-4)
5. Conduct privacy and confidentiality training programs.(GE-1, ER)
6. Investigate and recommend solutions to privacy issues/problems. (GE-1, ER)
7. Apply and promote ethical standards of practice. (GE-ER)

B. **Course Learning Outcomes:**

At the completion of the course, students will be able to:

1. Define the term "law"
2. Contrast common law & statutory law
3. Describe the development of law
4. Explain the division, structure, jurisdiction, and enactment of law for each court system
5. List all the officers of the court system and understand their functionality
6. Describe and understand the legal proceedings of a lawsuit
7. List the items necessary for a valid subpoena duces tecum and describe the process of acceptance
8. Understand the legal requirements for releasing Drug/Alcohol, Substance Abuse, and HIV/AIDS information
9. Define different types of consents
10. Define the established controls for handling a medical record within the court
11. Define principles of liability
12. Explain the property rights of the medical record regarding the facility and the patient
13. Describe the importance of medical record completion by a physician
14. Define the term" statute of limitations"
15. Define fraud and abuse
16. Discuss and apply the key aspects of HIPAA Privacy/Security standards
17. Compare state and federal statutes of the retention requirements of medical records
18. Explain confidential communications
19. Define the term "emancipated minor"
20. Write departmental policies for release of information
21. Identify legal imperatives and accrediting organization requirements for risk management

C. Assessment Instruments

1. discussions
2. assignments
3. quizzes
4. research paper

VII. Grade Determinants

A. discussions
B. assignments
C. quizzes
D. research paper

Given the goals and outcomes described above, LIST the primary formats, modes, and methods for teaching and learning that may be used in the course:
A. lecture/discussion
B. computer-assisted instruction
C. guest speakers
D. independent study

VIII. Texts and Materials

A. Textbook:
   Fundamentals of Law For Health Informatics and Information Management: Current Edition, Brodnik,Rinehart-Thompson, Reynolds; AHIMA, Chicago.

B. AHIMA website

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

IX. Resources

A. Computer with internet access