

Syllabus

Course Number: HIM 445

Course Title: Management of eHIM and Information Governance

Course Description:

The focus of this course is on the advanced concepts of managing digital clinical information and electronic storage of information in health care facilities. Topics include: identity management, health information exchange and data sharing, current trends in eHIM, eDiscovery, the personal health record and patient portals. The course will also cover components and strategies of Information Governance including; interoperability of data, compliance data dictionary standards, and factors that influence data integrity. Graduate level includes development of an eDiscovery response plan and Information Governance assessment tool. Cross listing: HCI 645

Prerequisite Courses:

HIM 313, and HIM 415 or equivalent

Course Outcomes:

Upon completion of this course, learners should be able to:

- Define eHIM and evaluate the impact of eHIM on healthcare
- Analyze the components of the legal health record (LHR) and the personal health record (PHR)
- Explain methods of managing eHIM
- Review regulatory requirements applicable to health care providers using and maintaining electronic health information
- Define, compare and contrast confidentiality, privacy and security as it pertains to eHIM
- Determine the components needed to identify patients in an electronic system and articulate the importance of maintaining patient data
- Compare and contrast the development and uses of electronic health information in the United States and globally
- Identify current trends in eHIM and speculate the emerging issues and future challenges of using electronic health information
- Develop a list of eHIM resources and definitions through research and discussion
- Investigate perspectives of individuals and organizations impacted by electronic health information
- Develop and apply procedures for identity management and data security and integrity.
- Graduate only: Develop a procedure for e-Discovery response teams and digital lock down of electronic data.

Required Texts:

Johns, M. (2015). Enterprise health information management and data governance. AHIMA Press, Chicago, IL

Pre-Assignment:

Online Format: Sign on to D2L (Home Page) and become familiar with the course navigation of the Web Curriculum.

Pre-Assignment Due Dates:

Online Format: The instructor will specify the due date for this assignment.

Course Assignments and Activities:

	Topics	Readings	Activities Assignments and Associated Points
1	eHIM introduction	EHIM and Data Governance Text Chapters 1-4 Articles: The EHR’s Impact on HIM Functions The EHR’s Impact on Staffing Models Videos: 1960s EHR Charting A New Course	Discussion: <ul style="list-style-type: none">• Introductions• Master Patient Index• eHIM Toolkit eHIM Activity Impact of EHRs on HIM Functions Team Project <ul style="list-style-type: none">• Review the Instructions for the Final Project• Assignment of Teams• Topic Selection
2	Legal Health Record and Disaster Planning & Recovery	Instructor Lecture AHIMA Disaster Planning Toolkit Articles: The Legal Process and Electronic Health Records Fundamentals of the Legal Health Record and Designated Record Set Video The Legal Health Record	Discussion: <ul style="list-style-type: none">• Disaster Recovery• eHIM Toolkit eHIM Activity: Securing Health Information HCI Graduate Students ONLY: Lock Down of an EHR Policy & Procedure

3	Litigation and eDiscovery	Instructor Lecture Article: Litigation Response Planning and Policies for eDiscovery	Discussion: eHIM Toolkit eHIM Activity: Review Questions HCI Graduate Students ONLY: eDiscovery Taskforce Team Project: Annotated Bibliography
4	Confidentiality, Privacy & Security	AHIMA EHR Resources	Discussion: <ul style="list-style-type: none"> • Breach Incidents • eHIM Toolkit eHIM Activity: Application of Confidentiality, Privacy & Security Team Project Outline
5	Data Governance & Data Architecture	EHIM and Data Governance Text Chapters 5 & 6	Discussion: <ul style="list-style-type: none"> • Moving Towards Data Governance • eHIM Toolkit Continue working on the Team Project
6	Data Management & Enterprise Content Management	EHIM and Data Governance Text Chapters 7, 8 & 9	Discussion: <ul style="list-style-type: none"> • Identity Management • eHIM Toolkit eHIM Activity Functionality Beyond a Checklist Team Project: Rough Draft (<i>Due SATURDAY</i>)
7	Data Management & Big Data	EHIM and Data Governance Text Chapters 10, 11 & 12	Discussion: <ul style="list-style-type: none"> • Good Data • eHIM Toolkit Team Project: Final Infographic is DUE

8	Terminology & Classification Systems Management and EIM in Action	EHIM and Data Governance Text Chapters 13 & 14	Discussion: eHIM Toolkit eHIM Activity: Beware of the Data Silo Team Project: Peer Review and Feedback in Discussion Boards

CC&IS Grading Scale

Letter Grade	Percentage	Grade Point
A	93 to 100	4.00
A-	90 to less than 93	3.67
B+	87 to less than 90	3.33
B	83 to less than 87	3.00
B-	80 to less than 83	2.67
C+	77 to less than 80	2.33
C	73 to less than 77	2.00
C-	70 to less than 73	1.67
D+	67 to less than 70	1.33
D	63 to less than 67	1.00
D-	60 to less than 63	.67
F	Less than 60	0

Additional information about grading can be found in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx>.

CC&IS Policies and Procedures

Each of the following CC&IS Policies & Procedures is incorporated here by reference. Students are expected to review this information each term, and agree to the policies and procedures as identified here and specified in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx> or at the link provided.

- The CC&IS Academic Integrity Policy.
- The Student Honor Code and Student Standards of Conduct.
- Incomplete Grade Policy, Pass / No Pass Grades, Grade Reports.
- The Information Privacy policy and FERPA. For more information regarding FERPA, visit the [U.S. Department of Education](http://www.ed.gov).

- The HIPAA policies for protected health information. The complete Regis University HIPAA Privacy & Security policy can be found here: <http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Auxiliary-Business/HIPAA.aspx>.
- The Human Subjects Institutional Review Board (IRB) procedures. More information about the IRB and its processes can be found here: <http://regis.edu/Academics/Academic-Grants/Proposals/Regis-Information/IRB.aspx>.

The CC&IS Policies & Procedures Syllabus Addendum summarizes additional important policies including, Diversity, Equal Access, Disability Services, and Attendance & Participation that apply to every course offered by the College of Computer & Information Sciences at Regis University. A copy of the CC&IS Policies & Procedures Syllabus Addendum can be found here: <https://in2.regis.edu/sites/ccis/policies/Repository/CCIS%20Syllabus%20Addendum.docx>.

