

Course & Title: HIM 450: Application and Analysis of HIM Theory

Instructor: Jan Hunt-Shepherd, MHA, RHIA, CCS, CDIP, CPHQ
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Contact Information: The best way to contact me is either through email at jan.hunt-shepherd@wku.edu or during my posted office hours, which can be located under "Instructor Information" on Blackboard. If contacting me by email, I will make every effort to respond within 24 hours.

Credit Hours: Three semester hours

Prerequisites: Open only to matriculated baccalaureate degree health Information Management (HIM) students.

Description: Advanced study in application and analysis of HIM theory in healthcare settings. Must be taken in semester prior to enrollment in HIM 495 Capstone PPE.

Introduction: This is an application based course in which the student assimilates Health Information Management knowledge obtained from various classes, experiences, and literature reviews. The student will use critical thinking skills in order to apply, analyze, and/or evaluate situations or create new activities, procedures, programs, or projects.

Textbooks: Books listed below are **mandatory**. Book can be obtained from the [WKU Bookstore](#) or from publisher.

McCuen, Sayles, and Schnering: Case Studies in Health Information Management, 3rd Ed., ISBN: 9781305955332; cengage.com

Another **Required** Text: It is required that the student utilize a comprehensive HIM textbook. You may have used one of the textbooks below or a similar textbook used in previous or current courses. Please contact the instructor with any questions.

Sayles: Health Information Management Technology: An Applied Approach, ahima.org

Johns: Health Information Management Technology: An Applied Approach, ahima.org

LaTour and Maki: Health Information Management Concepts, Principles, and Practice, ahima.org

Saunders: Health Information Management of a Strategic Resource, Elsevierhealth.com

Additional Course Resources:

- AHIMA Body of Knowledge (must be a member of AHIMA to access)

- Cms.hhs.gov website
- Kentucky Legal Guide
- Joint Commission E-dition Manual
- List of Articles
- Other resources, as needed

Activities/Assignments:

Students will complete assignments listed beside the Course Competency Domain Clusters above.

All assignments must be turned in by the due date. Failure to comply with this

When completing work on blackboard, it is the responsibility of the student to make sure the grades are listed on the grade center.

Evaluation:

The final grade will be derived from the following:

All Assignments 100%

The following grading system will be used:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% - 50%	F

Attendance Policy: Online course. Students are expected to meet all deadlines.

Due Dates:

Refer to schedule below. Submit assignments by the due date. You may submit work earlier than the due date. I will grade assignments after the due date so that I can grade all assignments at the same time. I will allow any student to miss one due date deadline for any reason with no penalty. After a student misses one due date deadline, they will receive an automatic 20% penalty on each assignment for any other missed due dates. Please note when I go in to grade assignments that I have to enter in a grade of 0 for any student that misses an assignment so that grades get released to those students who did complete the assignments. You will need to contact me in order for me to lift that grade so that you can submit.

Expectations and "Netiquette Guidelines":

- Post and complete assignments on time. Set calendar reminders in your phone or on your agenda calendar so you get assignments turned in on time.
- Set aside a specific time or times each week to work on class.
- Use appropriate language and grammar in emails, posts, and assignments.
- Be respectful of others.
- Be inclusive- when responding to posts, look for posts of those who have not had anyone responses and respond to those posts. Answer any questions that someone might ask you when they are responding

to your posts.

- Refrain from being judgmental. We are all different. We come from different backgrounds and experiences. Embrace each other's differences. We can all learn from each other.
- Stay on topic.
- Assume other students have good intentions. Don't get your feelings hurt easily by a post or comment. The other student may not mean it the way you took it.

Academic Misconduct: (Information below on Academic Misconduct, along with additional information, can be obtained from <https://www.wku.edu/studentconduct/process-for-academic-dishonesty.php>)

The University expects students to operate with the highest standard of integrity in all facets of the collegiate experience. Broadly defined, academic misconduct is any unethical self-serving action in the performance of an academic activity, deliberate or unintentional, that affords a student an unfair, unearned, or undeserved advantage. (Excerpt from the WKU Student Handbook, 2016)

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts will be held accountable for violation of the student code of conduct.

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Conduct.

Dishonesty

Such as cheating, plagiarism, misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited.

Cheating

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.

Plagiarism

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious act. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Examples of Areas Where Academic Misconduct Most Likely Occurs

"Essentially, students are expected to do work that is assigned to them and submit products that represent personal and individual effort only."

1. In an exam setting

a. Presenting as your work, test answers that are not your work, including the following:

- Using resources other than those specifically allowed by the instructor (e.g., notes or another person)*
- Copying from another student's test*

- ii. Using notes from any source during a test when notes are not allowed*
- iv. Using materials that the instructor is not making available to the whole class (Exception: students with disabilities needing accommodations)*
- v. Recycling an assignment that has been used in another course (unless approved by the instructor)*
- b. Acquiring a copy of the exam without permission*
- c. Providing answers for or soliciting answers from another student with or without permission of the other student (Note: This may either be an attempt to help or harm the targeted student)*
- 2. On a written assignment
 - a. Presenting as your own work duplicated work that you did not create
 - i. Purchasing written work from an external source*
 - ii. Copying work from a free external source (online or otherwise)*
 - iii. Presenting as your work something another person has created*
 - b. Altering text from another source*
 - i. Altering select words of some original text in order to conceal plagiarism*
- 3. Academic dishonesty that is possible in various settings
 - a. Providing money or favors in order to gain academic advantage*
 - b. Falsely stating that work was given to the instructor at a certain time when it was not*
 - c. Correcting the responses of a graded assignment and presenting them to the instructor as incorrectly graded material*
 - d. Pretending to be someone you are not; taking the place of another*
- 4. Or any other behavior that violates the basic principles of integrity and honesty

(Above is an excerpt from the Academic Integrity Statement Ad Hoc Subcommittee on Academic Integrity in the College of Education and Behavioral Sciences, 2012)

Program Policies state that "Unprofessional conduct or violation of the rules, regulations or policies of the University or Health Information Management Program may result in dismissal from the program."

Cheating:

I expect each student to submit their own work. Sharing your work, assignments, project, or answers with another student or receiving the information from another student constitutes cheating. Any student found to have shared information or obtained information from another student or other source will receive a 0% on that assignment and it may result in dismissal from the program.

Plagiarism

I expect each student to submit their own work or give credit to the appropriate source.

Any student found to have plagiarized work from another source will receive a 0% on that assignment and it may result in dismissal from the program.

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding

WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Food Security: Food insecurity is defined as a condition where persons, in this case students, do not have adequate resources to feed themselves, either nutritiously or not at all (USDA, 2013). According to a recent national study (Hunger on Campus, 2016), food insecurity is common at colleges and universities across the country, potentially undermining the educational success of untold thousands of students. If food insecurity is an issue you, or someone you know, help is readily available. Contact the WKU Office of Sustainability at (270) 745-2508 or email sustainability@wku.edu.

Emotional Support: WKU offers confidential counseling for students at the WKU Counseling Center. The best way to schedule an appointment is to visit their office in Potter Hall, Room 409 or by calling their office at 270-745-3159. They are open Monday - Friday from 8:00am - 4:30pm. For emergency and after-hours information, call 270-745-3159

Syllabus Changes: Class and exam schedules are subject to change.

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HIM 450: Application and Analysis of HIM Theory

Schedule for the semester: all due dates are for 11:59 pm

WEEKS	TOPIC	ASSIGNMENT
Week 1	INTRODUCTION DATA CONTENT, STRUCTURE, STANDARDS MODULE (Patient Identification Management)	-Introduce Yourself! Respond to Other Posts Due Date: September 3 -Complete "Using Flipgrid" Survey -Case Studies: 1 - 3 : MPI and Duplicate MR Number Assignment; -1-4: Enterprise MPI (E-MPI); Due Date: Saturday August 31
Week 2	DATA CONTENT, STRUCTURE, STANDARDS MODULE (Data Standards Content)	Case Study: -Case Study 1-11: Focused Review of Patient Record Documentation: Operative Report (note assignment changed from book)- See Blackboard) Other Assignment: -Legal Project (Draft Due) Due Date: Saturday September 7
Week 3	DATA CONTENT, STRUCTURE, STANDARDS MODULE (Health Care Delivery Systems, E-Health Delivery, and PHR)	Case Studies: -Healthcare Delivery Systems and E-health Delivery Assignment (Telemedicine, Patient Portal Assignment, and Continuum of Care Assignment); -1-24: Choosing a PHR -1-25: PHR Education; Due Date: Saturday September 14
Week 4	DATA CONTENT, STRUCTURE, STANDARDS MODULE (Data Standards Content)	Legal Project (Revised Project Due) Due Date: Saturday September 21
Week 5 & 6	DATA CONTENT, STRUCTURE, STANDARDS MODEL (P&P on Documentation Requirements)	Other Assignment: Policy and Procedures on Documentation Requirements Assignment Due Date: Saturday October 5

WEEKS	TOPIC	ASSIGNMENT
Week 7	INFORMATION PROTECTION: ACCESS, ARCHIVAL, PRIVACY, & SECURITY MODULE (Security, Access, and Patient's Rights to Amend Record)	Case Studies: -Case 2-18: Patient Right to Amend Record -Case 2-30: Updating the Retention and Destruction Policy for Healthcare Records -Case 2-36 Contingency Planning Due Date: Tuesday, October 15
Week 8 & 9	INFORMATION PROTECTION: ACCESS, ARCHIVAL, PRIVACY, & SECURITY MODULE (Privacy and Release of Information)	Case Study: -2-3 Reporting of Communicable Diseases -2-16: Accounting for Disclosure of PHI under HIPAA -Create P&P for ROI and Authorizations Due Date: Saturday, October 26
Week 10 & 11	INFORMATION PROTECTION: ACCESS, ARCHIVAL, PRIVACY, & SECURITY MODULE (Patient Identification and Theft Management)	-2-43: Patient Verification; -2-44: Identity Theft; Other Assignments: -P&P Patient Identification Management Assignment Due Date: Saturday, November 9
Week 12	REVENUE MANAGEMENT	-4-4: Calculating Commercial Insurance Reimbursement -4-5: Explanation of Benefits Assignment Due Date: Saturday, November 16
Week 13	REVENUE MANAGEMENT	Case Studies: -4-7: Capitation Profit -Assignment -4-9: Estimated MS DRG Payments & CMI Other Assignment: -Contract Review and Negotiations Due Date: Saturday, November 23
Week 14	COMPLIANCE MODULE (Clinical Documentation Improvement (Integrity) (CDI) Content)	Case Studies: -5-1: Hospital-Acquired Conditions; -5-6: Doc Support for Principal Diagnosis; -5-8: Physician Query Policy; Due Date: Tuesday, December 3

WEEKS	TOPIC	ASSIGNMENT
Week 15	COMPLIANCE MODULE (Clinical Documentation Improvement (Integrity) (CDI) Content and Survey Readiness)	Case Studies: -5-9: Physician Query Evaluation; -5-12: Potential Compliance Issues -5-13 Documentation Improvement -Site Survey Readiness Assignment Due Date: Saturday December 7
Week 16		Course Reflection Assignment Due Date: Tuesday, December 10

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Subdomain I.B. Health Record Content and Documentation		
1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings and discharge status (4)		CDI Assignment- Case 5-6
2. Compile organization-wide health record documentation guidelines (6)	* Standards and regulations for documentation (The Joint Commission, CARF, CMS) * Health record documentation P&P	Legal project: P&P on Documentation Requirements
3. Interpret health information standards (5)		Legal Project: P&P on Documentation Requirements
Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security		
Subdomain II.A. Health Law		
1. Identify laws and regulations applicable to health care (3)	* Health information laws and regulations (HIPAA, The Joint Commission, State laws)	Legal project: P&P on Documentation Requirements
Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security		
Subdomain II.B. Data Privacy, Confidentiality & Security		
1. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information (4)	* Patient verification and identity management policies	Create P&P Patient Identity Mgmt Assignment
Subdomain II.C. Release of Information		
1. Create policies and procedures to manage access and disclosure of personal health information (6)	* Principles for releasing PHI	Create P&P on ROI and Authorizations
	* Required elements of an authorization	Create P&P on ROI and Authorizations
Domain IV. Revenue Management		
Subdomain IV.A. Revenue Cycle and Reimbursement		

1. Manage the use of clinical data required by various payment and reimbursement systems (5)	* Clinical Data Management and reimbursement management	CDI Assignment
	* Payment Systems (PPS, DRGs, RBRVS, RUGs, Value Based Purchasing (VBP), MSDRGs, commercial, managed care, federal insurance plans; Billings and reimbursement at hospital inpatient and outpatient, physician office and other delivery settings)	CDI Assignment
Domain V. Compliance		
Subdomain V.A. Regulatory		
1. Analyze current laws and standards related to health information initiatives (4)	* Compliance strategies and reporting	Case Study 2-19 Patient Compliance Issues; CDI
2. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle (5)	* Policies and Procedures	CDI
	* Auditing and Monitoring	CDI
Subdomain V.B. Coding		
1. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines (6)(modified 4/19)	* UHDDS, Federal Compliance Guidelines * Official coding guidelines from CMS, AMA, NCHVS, NCCI and AHA	CDI Assignment
2. Manage code audits (5)	* Audit principles and reporting	CDI case studies 5-1; 5-6; 5-8; 5-9; 5-12
Subdomain V.D. Clinical Documentation Improvement		
1. Implement provider querying techniques to resolve coding discrepancies (3)	* Query process, written, verbal and template queries, timeliness and interpretation, query retention	CDI Assignment
2. Evaluate components of clinical documentation for compliance with regulations and guidelines for revenue management and reporting. (5) (Modified 3/2018)		CDI Assignment
Domain VI. Leadership		
Subdomain VI.A. Leadership Roles		

1. Take part in effective negotiating and use influence skills (4)		Contract Negotiation
3. Take part in effective communication through project reports, business reports and professional communications (4)		Creation of P&P for ROI & Authorization and Creation of P&P for Documentation; P&P Pt. Identity Management; Interdepartmental Communications
4. Apply personnel management skills	* Negotiation	Contract Negotiation
Subdomain VI.F. Strategic and Organizational Management		
1. Identify departmental and organizational survey readiness for accreditation, licensing and/or certification processes (3)	* Accreditation standards (The Joint Commission, NCQA, CARF, CHAP, URAC, Provider credentialing requirements; CMS Conditions of Participation)	Site Survey Readiness Assignment
4. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems (5)	* State, local and federal policies	Case Study 2-3 (modified) Reporting Communicable Diseases, Case Study- Choosing a PHR, Assignments Telemedicine, Patient Portal, COC, and Identify Management
5. Identify the different types of organizations, services and personnel and their interrelationships across the health care delivery system (3)		Healthcare Delivery & E-Health Assignment
Subdomain VI.J. Vendor. Contract Management		
1. Analyze vendor contracts (4) (Modified 3/2018)	*Contract Management	Contract Negotiations Assignment
2. Take part in effective negotiating, utilizing influencing skills in the process of system selection (4) (Modified 3/2018)		Contract Negotiations Assignment

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Content

- I. Health Data Management
 - A. Data Content, Structure, Standards
 - B. Information Protection: Access, Archival, Privacy and Security
 - D. Revenue Management
 - E. Patient Identification
 - F. Forms Design and Data Dictionaries
 - G. MS-DRGs and Reimbursement
 - H. Clinical Documentation Improvement
 - I. Compliance
- II. Health Services Organization and Delivery
 - A. Laws, Accreditation, Licensure, and Certification Standards
 - B. International politics, economics, and social influences on healthcare
 - C. Internal and external Customer Needs
 - D. Personal Health Records
 - E. Patient Portals

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Objectives

- I. Health Data Management
 - A. To analyze clinical documentation for content, quality, and compliance
 - B. To identify documentation standards
 - C. To evaluate standards and regulations
 - D. To create documentation guidelines
 - E. To develop policies and procedures
 - E. To improve patient identification process
 - G. To analyze MS-DRGs and reimbursement
 - H. To evaluate Clinical Documentation Improvement
- II. Health Services Organization and Delivery
 - A. To assess laws, accreditation, licensure, and certification standards
 - B. To understand politics, economics and social influences on the international level
 - C. To identify internal and external customer needs
 - D. To promote Personal Health Records
 - E. To promote ethical standards

1/2018