

**DOUGLAS COLLEGE**

A: Division: **INSTRUCTIONAL**

Date: **March 23, 1998**

B: Department: **HEALTH SCIENCES**

New Course: **X**

Revision of Course:

C: **HISP 220**

D: **HEALTH INFORMATION SERVICES II**

E: **2**

Subject & Course No.

Descriptive Title

Semester Credit

F: Calendar Description:

The course introduces the student to the organization and function of health care facilities and services, the Canadian legal system, applicable health legislation, writing of policies and procedures, and risk management. Students will be able to identify the major resources for locating information on laws, standards, and regulations that govern the practice of health information management. Emphasis will be placed on the role of health information services in terms of access to and disclosure of health information.

Summary of Revisions: (Enter date & section) Eg: Section C,E,F

G: Type of instruction: Hrs per week

Lecture:	3	Hrs.
Laboratory:		Hrs.
Seminar:		Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other Lecture/Practice:		Hrs.
<b>Total (15 weeks):</b>	<b>3</b>	<b>Hrs.</b>

H: Course Prerequisites:  
**HISP 120 + CMNS 111**

I: Course Corequisites: (recommended)  
**HISP 270**

J: Course for which this Course is a Prerequisite:  
**HISP 275**

K: Maximum Class Size:  
**35**

L: College Credit Transfer   
College Credit Non-Transfer

M: Transfer Credit: Requested:   
Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

U.B.C.  
S.F.U.  
U. Vic.  
U.N.B.C.  
Other:

*L Kenward*

Course Designer(s)

*A Wood*

Dean

*[Signature]*  
Vice-President - Instruction

Registrar

**Subject and Course Number****N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):**

**A list of mandatory and optional textbooks and materials is provided for students at the beginning of each semester.**

**Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content; Q. Method of Instruction; R. Course Evaluation**

**O. LEARNING OUTCOMES**

**In this course students study the health care delivery system and the application of health law concepts, legislation, practices, standards and guidelines which impact the integrity and appropriate use of health information. The learner will:**

- **develop an understanding of the role of the health information practitioner within the context of the healthcare delivery system locally, provincially, and nationally**
- **apply knowledge of the Canadian legal system to its impact on health information management**
- **apply health law concepts, legislation, practices, standards and guidelines to the access, security and disclosure of health information**
- **apply the legal requirements for documentation of consent for treatment**
- **apply analytical thinking to facilitate problem-solving and decision-making to the process of access, security, and disclosure of health information**
- **create and document policies and standard procedures**
- **identify risk management issues within a health care setting**
- **develop an appreciation for the importance of data integrity**

**P. COURSE CONTENT**

- 1. Orientation to the Health Care Delivery System (HCDS)**
  - **key definitions: (health, care, health care services, patient care level classifications)**
  - **composition of the HCDS**
  - **consumer expectations of the HCDS**
- 2. Structure of Health Care Facilities**
  - **classification of health care facilities (service, operation, ownership)**
  - **organizational structure of a health care facility**
  - **organizational chart**
  - **mission statement/philosophy/statement of purpose**
  - **goals and objectives**
  - **mission, goals and objectives for health information services**
  - **definition, responsibilities, and interaction with health information services of the:**
    - **governing body**

**Subject and Course Number**

- administration
  - medical staff (including membership and credentialing requirements)
  - ancillary health professionals (nursing, technologist, therapist)
  - other support services and departments
3. Canadian Legal System
- three types of law
  - Canadian court system
  - criminal and civil law procedure
  - use of health information as evidence in a Court of Law
4. Health Legislation
- overview of legal issues affecting health information services
  - legal terminology
  - relevant legislation
    - Child, Family & Community Services Act
    - Coroners Act
    - Criminal Injuries Compensation Act
    - Evidence Act
    - Health Act & Health Act Regulations
    - Health Disciplines Act
    - Hospital Act & Hospital Act Regulations
      - retention requirements
      - minimum legal requirements in B.C.
    - B.C. Coroner's Act
    - Hospital Insurance Act
    - Limitations Act
    - Mental Health Act
    - Workers Compensation Act
    - Other
5. Consent Documentation
- legal requirements
  - recording consent
  - informed consent
  - living wills
  - advanced directives
6. Access to and Disclosure of Health Information
- health information ownership
  - authorizations for disclosure of patient information
  - related legislation

**Subject and Course Number**

- Freedom of Information and Protection of Privacy Act (FOIPPA)
- confidentiality
  - CHRA Code of Practice and Guidelines, positions statements and recommendations
    - disclosure for direct care use
    - disclosure for individual care use
    - disclosure for secondary use
    - disclosure for legal use
    - fax transmissions
    - the computer
  - patient access
  - workflow management
  - prioritization
  - criteria for extent of disclosure
  - methods of disclosure
  - validation strategies
  - system for logging and tracking

**7. Policies & Procedures**

- purpose
- styles
- preparation and writing for health information services
- applications

**8. Risk Management**

- definition and purpose
- rationale
- terminology
- role of health information services
  - data collection/sources of data
    - documentation requirements
- methodologies
  - occurrence screening
  - incident reports and unusual occurrences
  - infection control reporting
  - Safety Committee
  - other

**Q. METHODS OF INSTRUCTION**

1. Lecture/Practice
2. Group discussion
3. Application exercises
4. Audiovisual aids
5. Independent study of assigned topics

Subject and Course Number

R. **COURSE EVALUATION**

Course evaluation is based on course learning outcomes and is consistent with Douglas College Course Evaluation Policies.

An evaluation schedule is presented to the students at the beginning of the course.

Outline of evaluation may be subject to change.

© Douglas College. All Rights Reserved.