BMI 582 Fall 2014

Managing Information Governance

Instructor: Joanne Valerius, PhD, MPH, RHIA

Lab Instructor: Bonnie Altus, MS, RHIA

Office hours: By arrangement via email or telephone

Electronic mail: valerius@ohsu.edu **This is the best communication tool with the instructor**

Credits: 3

REQUIRED RESOURCES: Students who are in the HIM track need to become student members of the American Health Information Management Association. Go to www.ahima.org to join as soon as possible. This membership will provide a discount for the textbook and will provide other resources needed for this course.

COURSE DESCRIPTION: The management of the data/information that makes up the health record and the underpinning practices and standards will be covered in this course. Practical applications will enhance your experiences.

TEXTBOOK:

LaTour, K., Eichenwald Maki, S, Oachs, P. Health Information Management Concepts, Principles, and Practice. Fourth Edition. AHIMA Press, 2013.

Students will also need to purchase access to the AHIMA virtual lab; that information is not available for another few weeks.

For those students who are not familiar with the Health Information Management field, it is strongly recommended that you read the following chapters prior to the beginning of this course:

1.   Introduction
2.   The US Healthcare Delivery System
3.   The Health Information Management Profession

COURSE COORDINATION:
This course is taught mainly with voice over power points. Assigned readings will be posted for each learning unit. Homework will include the assigned reading, written assignments, various application exercises, and answering questions in the student forums. All reading materials and assignments will be posted in the Sakai learning portal, which is the most up to date source.

SAKAI LEARNING WILL BE USED IN THIS COURSE:

Sakai Help Desk is available Mon – Fri, 8 am – 10 pm and weekends and holidays 12 pm – 5 pm
Contact Information:
Telephone: 4-7074 on campus
(Toll-free) 877-972-5249

(Web) http://atech.ohsu.edu/help
(Email) sakai@ohsu.edu

Sakai will have the most current information about each week and you will find

- Links to lectures in Flash and MP3, along with a handout of the power point
- List of readings
- Assignments

EVALUATION:

Points for assignments and forums are awarded weekly. A final exam is also assigned points.

GRADING:

Each week there will be a minimum of one forum and an assignment. Throughout the course there will be assignments that will be a part of a final exam and will be due throughout the term. Each week there will be a quiz on the chapters that are assigned and will be multiple-choice. These must be passed at 70%.

The percentage breakdown is as follows:

Assignments	*70%*
Final Exam	*30%*

Letter grades will be given for this course based on the following percentages and based on earned points. This is a core course for the HIM track and you must achieve a B or better in order for this course to count towards graduation.

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

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner. Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation criteria, expected time needed to grade individual student examinations and type of feedback they will provide.

Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

1) The Department[1] /Program Coordinator[2] will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.

2) If the grade is still overdue by the end of next week, the Department[1] /Program Coordinator[2] will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.

3) If, after an additional week the grade is still outstanding, the student or Department[1] /Program Coordinator[2] may petition the Office of Graduate students for final resolution.

    1   For courses that are run by a specific department.
    2   For the conjoined courses (course number is preceded by CON_ that are run by Graduate Studies.

READINGS FROM TEXTBOOKS:

Additional readings will be assigned each week and posted in Sakai course materials.

Week 1:   Introduction to Information Governance: Framework for understanding Electronic Health Records

                Chapter 4 Health Information Systems: Supporting Technologies and System Development

                Chapter 5 Electronic Health Records: Conceptual Framework

                Chapter 6 Healthcare Data Life Cycle: Governance and Stewardship

                Lab: Scavenger Hunt (Complete by the end o Week 2)

Week 2:   Chapter 7 Data capture, Maintenance, and Quality

                Chapter 8 Health Informatics Standards

                Chapter 9 Health Information Exchange and the Nationwide Health Information Network

Week 3   Chapter 10 Content and Structure of Paper and Hybrid Records

                Chapter 11 Electronic Health Records: Application in Practice

                Lab: Master Patient Index

Week 4   Chapter 14 Secondary Records and healthcare Databases

                Chapter 15: Clinical Classifications and Terminologies (Introduction only-BMI 584 fully discusses this area)

                Chapter 18 Healthcare Statistics (Operational Use of Information)

                Lab: Intro to coding

Week 5 & 6   Chapter 19 Healthcare Data Analytics

Chapter 20 Research Methods

Chapter 21 Biomedical and Research Support (intro only, BMI 586/515 and PHPM 524 cover this information in more detail)

Lab: Healthcare Data Analytics

Week 7 & 8   Chapter 22 Clinical Quality Management

Week 9, 10   Compliance Management

Week 10   Finals Week

ACADEMIC HONESTY

Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1# for information on code of conduct for OHSU and

http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/index.cfm for more information on citing sources and recognizing plagiarism.

In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin to compare a student's submitted work against multiple sources.

To protect student privacy in this process, it will be necessary to remove all personal information, i.e. student name, email address, student u-number, or any other personal information, from documents BEFORE submission.

STUDENT ACCESS

OHSU is committed to providing equal access to qualified students with disabilities. Student Access determines and facilitates reasonable accommodations, including academic adjustments and auxiliary aids, for students with documented disabilities. A qualified student with a disability is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study. As defined by the Americans with Disability Act (ADA), a person with a disability has a physical or mental impairment that substantially limits one or more major life activities of the individual. This may include, but is not limited to, physical conditions, chronic health issues, sensory impairments,

mental health conditions, learning disabilities and ADHD. Student Access works with students with disabilities from all of OHSU's educational programs and at each campus.

Each school has an assigned Program Accommodation Liaison (PAL), who acts as an "in-house" resource for students and faculty concerning access issues for students with disabilities. The PAL works in collaboration with Student Access to implement recommended accommodations for students with disabilities.

It is recommended that you contact Student Access to consult about possible accommodations if you a) received disability accommodations in the past, b) begin experiencing academic difficulties, and/or c) are given a new diagnosis from your healthcare provider.

Learn more about Student Access:
Phone: 503 494-0082
Email: studentaccess@ohsu.edu
Website: www.ohsu.edu/student-access

COPYRIGHT INFORMATION

Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

To comply with the fair use fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time as you will have no further access to your courses.

DMICE COMMUNICATION POLICY

1. If the syllabus directs the student to contact the TA before contacting the instructor, the student should do so. Otherwise, the student should contact the instructor and allow 2 business days (not including weekends) for a response.
2. If the student does not receive a response from the instructor within 2 business days, s/he should contact the TA (if there is one). When contacting the TA s/he should cc the instructor and Diane Doctor at doctord@ohsu.edu.
3. If a student does not receive a response from the TA within 1 business day (not including weekends), s/he should contact Diane Doctor at doctord@ohsu.edu and cc the instructor and the TA.
4. If Diane does not reply within 1 business day (not including weekends), the student should contact Andrea Ilg at ilgan@ohsu.edu.
5. Students having difficulties with Sakai should contact the Sakai Help Desk at sakai@ohsu.edu or at (877) 972-5249. Sakai help is available M-F from 8am to 10-pm and weekends from Noon to 5pm. Do not contact the instructor.