



Figure 1: Owens Logo.

**Course Syllabus
SEMESTER
School of Nursing and Health Professions**

<i>Course Name:</i>	Legal Concepts in Health Care
<i>Course & Section Number:</i>	HIT 223
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	2 Lecture
<i>Contact Hours:</i>	2
<i>Text:</i>	
<i>Instructor's Name:*</i>	
<i>Office Hours & Location:</i>	By appointment
<i>Mobile Phone:</i>	
<i>OCC Email:**</i>	
<i>Additional Contact Information:</i>	Onsite Office Unavailable

*Please call me (name); it is my preferred name.
If you have a preferred name, please let me know so I can use it.

***Please use Owens email or Blackboard messaging for course communications.**

Catalog description:

Computations of routine healthcare instructional statistics; the use of disease and procedural registries, other registries; presentation and interpretation of health care data.

Prerequisite/Corequisites:

Co-requisite: HIT 235

Prerequisite: IST 132, HIT 233

Course Materials:

McWay, Dana C. (2020) Legal and Ethical Aspects of Health Information Management, 5th Ed. Delmar, Cengage Learning with MindTap.

Supplemental Textbook:

Sayles, Nanette B. & Gordon, Leslie L. (2025) Health Information Management Technology: An Applied Approach. 7th Ed. AHIMA Press.

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section. See the example below.*

What You Will Learn in the Course

Course Objectives:

Course will...

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Student Learning Outcomes:

The following domains of the Health Information Technology profession will be addressed in this course:

Students will:

Outcome	Where Assessed
Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security II.1. Apply privacy strategies to health information. 3 II.2. Apply security strategies to health information. 3 II.3. Identify compliance requirements throughout the health information life cycle. 3	Chapters 4-7 assignments and tests
Domain V. Health Law & Compliance V.1. Apply legal processes impacting health information. 3 V.2. Demonstrate compliance with external forces. 3 V.3. Identify the components of risk management related to health information management. 3 V.4. Identify the impact of policy on health care. 3	Chapters 1-4 assignments and tests Chapter 12, 14 assignments and tests
Domain III. Informatics, Analytics and Data Use III.5. Describe research methodologies used in health care. 2	Chapter 1-14 assignments and tests

Program Competencies:

The following program outcomes are assessed in this course

Competencies	Where Assessed
3.1 Health Information Legislation, Regulations, Licensure and Accreditation	Case Study: Notice of Privacy Practices
3.2 Privacy, Security and Confidentiality	PowerPoint Project

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and

Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the

output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Student Responsibilities:

- To e-mail the instructor immediately with any questions regarding class procedure, assignments, or grades.
- To view the class on-line regularly (at least every other day, if not every day). A student who does not attend regularly may experience considerable difficulty. Regular attendance is essential in this class.
- It is your responsibility to learn of any announcements concerning assignments or changes from the syllabus.

Student Attendance:

Attendance in the core HIT classes is critical to the success of the student accomplishing the objectives of the course.

Makeup Work:

Students may request to make up missed coursework due to legitimate circumstances, including illness, emergencies, bereavement, military service, court obligations, or disability accommodations. Advance notice and documentation may be required. Title IX-related situations (e.g., pregnancy, parenting, sexual misconduct) are also covered and do not require documentation from the student.

Students should notify the instructor as early as possible and submit makeup work by the agreed-upon deadline. Instructors will determine appropriate and reasonable accommodations, though students who miss more than 25% of the course may not be eligible to make up all work.

HIT program students should note that stricter requirements may apply for labs, clinicals, or accreditation-related activities.

For full policy details or to appeal a decision, refer to the Owens Grade Appeal Policy.

Instructor Expectations:

RESPONDING to E-MAIL:

In a web course, e-mail becomes a very important means of communication. I am not always online, but will try to respond to your messages as quickly as possible. Here are some general guidelines for my e-mail response time:

- Monday through Thursday: Within **24** hours
- Friday, Saturday, and Sunday: Within **48** hours

Classroom Environment:

To support a respectful and distraction-free learning environment, students must silence and store all personal electronic devices during class, lab, and experiential learning experiences. Unauthorized use of devices—including texting, recording, photographing, or posting to social media—is strictly prohibited and may result in disciplinary action or dismissal from the program.

Recording or transmitting images or conversations without written permission from all parties is not allowed. Use of electronic devices during exams may result in test failure at the instructor's discretion. Calculators may be used only with instructor approval.

Students are responsible for the security and storage of their own electronic devices.

How Grades are Determined and Major Assignments

The final course grade is to be computed using the following weights.

Evaluation Measure	Weighted Distribution
Chapter Review Questions, Case Studies, and Capstone Activities	20%
Other Assignments	15%
PowerPoint Presentation	15%
Tests (5)	25%
Final	25%

Grading Scale

Grade	Points
A	93% -100%
B	85% - 92%
C	75% - 84%
D	60% - 74%
F	0% - 59%

HIT 223 Assignment Calendar/Schedule

ALL assignments are due by DATE at TIME of the week they are assigned.

ALL tests are due by DATE at TIME of the week they are assigned.

(unless otherwise noted e.g., HOLIDAY BREAKS)

Week 1	Chapter 1: Workings of the American Legal System Blackboard Assignments: Review Chapter 1 Learning Objectives Review Chapter 1 PowerPoint Chapter 1 Quiz (8 points) Discussion Board Class Introduction Cengage/MindTap Assignments 1.1 Knowledge Check (2 points) 1.2 Knowledge Check (4 points) 1.3 Knowledge Check (3 points) 1.4 Knowledge Check (1 point) Chapter 1 Case Study A (5 points) Chapter 1 Case Study B (2 points)
Week 2	Chapter 2: Court Systems and Legal Procedures Blackboard Assignments: Review Chapter 2 Learning Objectives Review Chapter 2 PowerPoint Chapter 2 Quiz (11 points) Cengage/MindTap Assignments 2.1 Knowledge Check (3 points) 2.2 Knowledge Check (6 points) Chapter 2 Critical Thinking Quiz (5 points) Chapter 2 Concept Clip Chapter 2 Concept Clip Quiz (5 points) Branching Quiz 2 (10 points) Chapter 2 Case Study (1 point)

Week 3	Chapter 3: Judicial Process of Health Information <u>Blackboard Assignments:</u> Review Chapter 3 Learning Objectives Review Chapter 3 PowerPoint Chapter 3 Quiz (10 points) Submit PowerPoint Topic (5 points) <u>Cengage/MindTap Assignments</u> 3.1 Knowledge Check (5 points) 3.2 Knowledge Check (4 points) Chapter 3 Case Study (5 points)
Week 4	Chapter 4: Principles of Liability <u>Blackboard Assignments:</u> Review Chapter 4 Learning Objectives Review Chapter 4 PowerPoint Chapter 4 Quiz (10 points) Case Study: Legal Terminology (10 points) <u>Review PowerPoint Presentation Info</u> <u>Test #1 (Chapters 1 – 4) 50 points – DUE DATE</u> <u>Cengage/MindTap Assignments</u> 4.1 Knowledge Check (1 point) 4.2 Knowledge Check (8 points) 4.3 Knowledge Check (1 point) Chapter 4 Critical Thinking Quiz (5 points) Chapter 4 Concept Clip Chapter 4 Concept Clip Quiz (2 points) Branching Quiz (10 points) Chapter 4 Case Study (1 point)
Week 5	Chapter 5: Ethical Standards <u>Blackboard Assignments:</u> Review Chapter 5 Learning Objectives Review Chapter 5 PowerPoint Chapter 5 Quiz (6 points) <u>Cengage/MindTap Assignments</u> 5.1 Knowledge Check (10 points) Chapter 5 Critical Thinking Video Chapter 5 Critical Thinking Quiz (4 points)

	Branching Quiz (10 points) Chapter 5 Case Study (5 points)
Week 6	Chapter 6: Ethical Decisions and Challenges <u>Blackboard Assignments:</u> Review Chapter 6 Learning Objectives Review Chapter 6 PowerPoint Chapter 6: Case Study – Ethical Issues in HIM (25 points) Chapter 6 Quiz (8 points) Review Big Read Discussion Assignments DUE in Weeks 8 & 15 <u>Cengage/MindTap Assignments</u> 6.1 Knowledge Check (5 points) 6.2 Knowledge Check (5 points) Critical Thinking Video Chapter 6 Critical Thinking Quiz (2 points) Branching Quiz (10 points) Chapter 6 Case Study (2 points)
Week 7	Chapter 7: Bioethics Issues <u>Blackboard Assignments:</u> Review Chapter 7 Learning Objectives Review Chapter 7 PowerPoint Watch “What is Bioethics?” Video Case Study: Ethics Breach (20 points) Chapter 7 Quiz (11 points) Test #2 (Chapters 5 – 7) 38 points – DUE DATE <u>Cengage/MindTap Assignments</u> 7.1 Knowledge Check (1 point) 7.2 Knowledge Check (2 points) 7.3 Knowledge Check (4 points) 7.4 Knowledge Check (3 points) Chapter 7 Critical Thinking Video Chapter 7 Critical Thinking Quiz (3 points) Chapter 7 Case Study (5 points)
Week 8	Chapter 8: Patient Record Requirements <u>Blackboard Assignments:</u> Review Chapter 8 Learning Objectives

	Review Chapter 8 PowerPoint Case Study: Correction in the EHR (5 points) Case Study: Back-ups and e-Discovery (10 points) Big Read Discussion #1 (10 points) – DUE DATE <u>Cengage/MindTap Assignments</u> 8.1 Knowledge Check (1 point) 8.2 Knowledge Check (5 points) 8.3 Knowledge Check (1 point) 8.4 Knowledge Check (3 points) Chapter 8 Critical Thinking Video Chapter 8 Critical Thinking Quiz (3 points)
Week 9	Chapter 8: Patient Record Requirements (continued) <u>Blackboard Assignments:</u> Case Study: Legal Health Record (20 points) Chapter 8 Quiz (8 points) Test #3 (Chapter 8) 30 points – DUE DATE <u>Cengage/MindTap Assignments</u> Chapter 8 Concept Clip Quiz (5 points) Branching Quiz (10 points) Chapter 8 Case Study (1 point)
Week 10	Chapter 9: Confidentiality and Informed Consent <u>Blackboard Assignments:</u> Review Chapter 9 Learning Objectives Review Chapter 9 PowerPoint Case Study: Advance Directives (36 points) Case Study: Security Policy – HIM Student PowerPoint (30 points) Case Study: Consent to Treat (50 points) Chapter 9 Quiz (11 points) <u>Cengage/MindTap Assignments</u> 9.1 Knowledge Check (2 points) 9.2 Knowledge Check (8 points) Chapter 9 Critical Thinking Video Chapter 9 Critical Thinking Quiz (4 points) Branching Quiz (10 points) Chapter 9 Case Study (1 point)

Week 11	Chapter 10: Access to Health Information <u>Blackboard Assignments:</u> Review Chapter 10 Learning Objectives Review Chapter 10 PowerPoint Case Study: Release of Information Form (20 points) Access to Patient Information (25 points) Chapter 10 Quiz (11 points) <u>Cengage/MindTap Assignments</u> 10.1 Knowledge Check (2 points) 10.2 Knowledge Check (5 points) 10.3 Knowledge Check (1 point) 10.4 Knowledge Check (1 point) 10.5 Knowledge Check (1 point) Chapter 10 Critical Thinking Video Chapter 10 Critical Thinking Quiz (3 points) Chapter 10 Case Study A (1 point) Chapter 10 Case Study B (1 point)
Week 12	Chapter 11: Specialized Patient Records <u>Blackboard Assignments:</u> Review Chapter 11 Learning Objectives Review Chapter 11 PowerPoint Application Exercises: ROI Authorizations (20 points) Chapter 11 Quiz (7 points) Test #4 (Chapters 9 – 11) 40 points – DUE DATE PLAN AHEAD: PowerPoint Project DUE DATE <u>Cengage/MindTap Assignments</u> 11.1 Knowledge Check (1 point) 11.2 Knowledge Check (3 points) 11.3 Knowledge Check (1 point) 11.4 Knowledge Check (1 point) 11.5 Knowledge Check (2 points) 11.6 Knowledge Check (2 points) Chapter 11 Critical Thinking Quiz (5 points) Branching Quiz (10 points) Chapter 11 Case Study (1 point)

Week 13	Chapter 12: Risk Management, Quality Management, and Utilization Management <u>Blackboard Assignments:</u> Review Chapter 12 Learning Objectives Review Chapter 12 PowerPoint Case Study: Analysis of Incident Report (9 points) Case Study: Notice of Privacy Practices (20 points) Chapter 12 Quiz (6 points) Submit PowerPoint Project – DUE DATE Test #5 (Chapter 12) 30 points – DUE DATE <u>Cengage/MindTap Assignments</u> 12.1 Knowledge Check (1 point) 12.2 Knowledge Check (1 point) 12.3 Knowledge Check (1 point) 12.4 Knowledge Check (1 point) Chapter 12 Critical Thinking Video Chapter 12 Critical Thinking Quiz (3 points) Chapter 12 Concept Clip Chapter 12 Concept Clip Quiz (2 points) Chapter 12 Case Study (1 point)
Week 14	Chapter 13 & 14: Information Systems & Health Care Fraud and Abuse <u>Blackboard Assignments:</u> Review Chapter 13 & 14 Learning Objectives Review Chapter 13 & 14 PowerPoints Fraud, Abuse and Compliance Worksheet (22 points) Chapter 14 Quiz (8 points) <u>Cengage/MindTap Assignments</u> Chapter 13: Information Systems 13.1 Knowledge Check (1 point) 13.2 Knowledge Check (1 point) 13.3 Knowledge Check (2 points) Chapter 13 Critical Thinking Video Chapter 13 Critical Thinking Quiz (4 points) Branching Quiz (10 points) Chapter 13 Case Study (2 points) Chapter 14: Health Care Fraud and Abuse 14.1 Knowledge Check (6 points) 14.2 Knowledge Check (4 points)

	Chapter 14 Critical Thinking Video Chapter 14 Critical Thinking Quiz (4 points) Branching Quiz (10 points) Chapter 14 Case Study A (1 point) Chapter 14 Case Study B (1 point)
Week 15	Chapter 15: Law and Ethics in the Workplace <u>Blackboard Assignments:</u> Review Chapter 15 Learning Objectives Review Chapter 15 PowerPoint Big Read Discussion #2 (10 points) – DUE DATE <u>Cengage/MindTap Assignments</u> 15.1 Knowledge Check (5 points) 15.2 Knowledge Check (5 points) Chapter 15 Critical Thinking Video Chapter 15 Critical Thinking Quiz (4 points) Chapter 15 Concept Clip Chapter 15 Concept Clip Quiz (2 points) Branching Quiz (10 points) Chapter 15 Case Study (1 point)
Week 16	Final Exam (100 points / 52 questions) DUE DATE

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.