



Graduate Course Syllabus

HIM 530: Information Protection and Security in HIM

Center: Online

Credits: 3

Course Prerequisites

HIM 510

Course Description

Building on the HIPAA foundation established in HIM 510, students learn how to create and revise working policies and regulations within organizations based on existing laws and how to adapt infrastructures to support these policy changes. Students explore access of medical records and how to discern when access should be prohibited based on the policies in place.

Course Outcomes

- Evaluate health information access and disclosure management practices for mitigating security risks and complying with regulatory control
- Evaluate the effectiveness of health information data systems in relation to the security of health information life cycle
- Recommend policy development and initiatives that protect health information and ensure compliance both internally and for health information exchange
- Compare consumer informatics models in relation to standards of practice for promoting patient engagement and mitigating security risk
- Recommend quality assessment procedures that ensure data integrity and inform policies and technologies

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through the [SNHU Online Bookstore](#) rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). ISBN: 978-1-4338-3216-1

McWay, D. C. (2021). *Legal and ethical aspects of health information management*. (5th ed.). Clifton Park, NY: Cengage Learning. ISBN: 978-0-3573-6154-2

Note: Please hold onto the textbook listed below, as it will be used in other HIM courses.

Oachs, P. K., & Watters, A. L. 2020. *Health Information Management: Concepts, Principles and Practices* (6th ed.). AHIMA Press. ISBN: 978-1-58426-725-6

Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU’s curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor’s answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment’s due date, or within seven days of a late submission.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	7	25	175
Journals	2	40	80
Short Papers	6	50	300
Milestones	3	40	120
Final Project Part I Submission	1	150	150
Final Project Part II Submission	1	175	175
			Total Course Points: 1,000

This course may also contain non-graded activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Graduate

Grade	Numerical Equivalent	Points
A	93–100	4.00
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2.00
F	0–72	0.00
I	Incomplete	
IF	Incomplete/Failure *	
W	Withdrawn	

* Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Information section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	Introduction to Health Information Systems <i>Legal and Ethical Aspects of Health Information Management</i> , Chapters 1, 2, 3, and 8 1-1 Final Project Review 1-2 Discussion: Roles and Positions of HIM Professionals in Privacy and Security 1-3 Short Paper: The Health Record Custodian 1-4 Final Project Part I Milestone One: Data Life Cycle and Data Breach 1-5 Staying on Track
2	Access and Disclosure: Part I <i>Legal and Ethical Aspects of Health Information Management</i> , Chapter 10; Chapter 11, specified sections 2-1 Discussion: Disclosure of Information 2-2 Journal: Access to Information 2-3 Staying on Track

Module	Topics and Assignments
3	Access and Disclosure: Part II 3-1 Journal: Patient Portals, Personal Health Records, and Health Information Exchanges 3-2 Discussion: Consumer Informatics Models 3-3 Staying on Track
4	Risk Assessment <i>Health Information Management: Concepts, Principles, and Practice</i> , Chapter 11, specified section 4-1 Short Paper: Data Integrity and Risk Assessment 4-2 Final Project Part I Milestone Two: Risk Analysis Instructor Preview
5	Mitigating Risk <i>Legal and Ethical Aspects of Health Information Management</i> , Chapter 12 5-1 Short Paper: Scenarios on Mitigating Risk 5-2 Final Project Part I Submission: Risk Analysis 5-3 Staying on Track
6	Common Privacy and Security Measures <i>Legal and Ethical Aspects of Health Information Management</i> , Chapter 9; Chapter 13, specified sections 6-1 Discussion: Nine Domains of Privacy and Security 6-2 Short Paper: Confidentiality Training Program 6-3 Staying on Track
7	Laws and Regulations in Information Protection and Security <i>Legal and Ethical Aspects of Health Information Management</i> , Chapter 1, specified sections; Chapter 4 7-1 Discussion: Protection and Security 7-2 Short Paper: Healthcare Compliance Programs 7-3 Staying on Track
8	Quality Assessment <i>Legal and Ethical Aspects of Health Information Management</i> , Chapter 12, specified sections 8-1 Discussion: Quality Assessment 8-2 Final Project Part II Milestone One: Peer Review of Risk Analysis
9	Security Implementation 9-1 Short Paper: Security Policy and Organizational Implementation 9-2 Final Project Part II Submission: Security Plan
10	Innovation and the Future 10-1 Discussion: Preparing For the Future 10-2 Save Your Work (Non-graded)

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a graded assignment/discussion during the first week of class, the student is automatically dropped from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review

the [full late assignment policy](#).

SNHU Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted this policy to provide for prompt and equitable resolution of complaints regarding any action prohibited by Section 504, the ADA, or the ADAAA.

For questions about **support services, documentation guidelines, general disability issues, or pregnancy accommodations**, please visit the [Online Accessibility Center](#) (OAC).

As a student, you must complete an interactive intake process, with supporting documentation, in order to be granted accommodations. Once reasonable accommodations are approved by the OAC, you will receive an accommodations letter. You are then responsible for sharing the letter with your instructor. Accommodations are not retroactive.

If you feel you've been subject to discrimination on the basis of disability, by any party, you may file a complaint or grievance. For more information on the ADA/504 Grievance Policy, go to the [Disability and Accessibility Services](#) website.

Academic Integrity Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic integrity policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).