School of Informatics
Security and Privacy Policies and Regulations for Health Care
Spring 2013, INFO I583

Course Information

- Credit Hours: 3.0
- Placement in Curriculum:
  - Required course for Health Information Management and Exchange Certificate
  - Required course for Security and Privacy in Health Care Certificate
  - Elective course for graduate Health Informatics students
  - Elective course for Public Health Leader Certificate
- Prerequisites: Graduate standing or permission of instructor
- Co-requisites: None

Faculty:
Josette Jones, PhD, RN
Associate Professor, School of Informatics
Campus address: IT591
Phone: (317) 274-8059
E-mail: mailto:jofjones@iupui.edu

Description: This course discusses privacy and security regulations for health care information transactions including policy, procedures, guidelines, security architectures, risk assessments, disaster recovery, and business continuity. Particular attention is given to the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act.

Rationale: HITECH Act has substantially expanded the HIPAA Privacy and Security Rules and increased the penalties for violations. Therefore it is recommended that people functioning in the Health Information Technology (HIT) jobs fully understand how to apply and/or create privacy and security standards to meet the new requirements.

Educational Outline:
Upon the successful completion of the course, the student will be able to:

1. Rearrange the HIPAA preemption standards to the new requirements
2. Reorganize many of the HIPAA privacy and security requirements to health care institutions and their business associates
3. Evaluate the mandatory federal and state breach reporting requirements for HIPAA-covered entities, business associates and third parties
4. Analyze new criminal and civil penalties for non-compliance, as well as the new enforcement responsibilities
5. Analyze, evaluate and critique the impact of the expanded HIPAA regulation on health care
Course Content

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction: HIPAA and HITECH Act</td>
</tr>
<tr>
<td>Week 2</td>
<td>Promotion of Health Information Technology Policy and Standards (Office of National Coordinator (ONC) and established Committees)</td>
</tr>
<tr>
<td>Week 3</td>
<td>Promotion of Health Information Technology Policy and Standards (Adoption of Standards, Implementation Specifications, and Certification Criteria)</td>
</tr>
<tr>
<td>Week 4</td>
<td>Privacy and Security Implications of the HITECH Act (HITECH Privacy and Security)</td>
</tr>
<tr>
<td>Week 5</td>
<td>Privacy and Security Implications of the HITECH Act (Privacy and Security, Compliance)</td>
</tr>
<tr>
<td>Week 6</td>
<td>Privacy and Security Implications of the HITECH Act (Enforcement and Penalties)</td>
</tr>
<tr>
<td>Week 7</td>
<td>Federal Incentives to Adopt HIT</td>
</tr>
<tr>
<td>Week 8</td>
<td>System Architecture Requirements for Privacy and Security Compliance</td>
</tr>
<tr>
<td>Week 9</td>
<td>Best Practices for Security and Privacy Regulation Implementations (security and risk assessment, data loss prevention)</td>
</tr>
<tr>
<td>Week 10</td>
<td><em>Spring Break</em></td>
</tr>
<tr>
<td>Week 11</td>
<td>Best Practices for Security and Privacy Regulation Implementations (protection of infrastructure, intrusion protection)</td>
</tr>
<tr>
<td>Week 12</td>
<td>Best Practices for Security and Privacy Regulation Implementations (secure management of systems and devices, automation of compliance)</td>
</tr>
<tr>
<td>Week 13</td>
<td>Recovery Act Implementation Plan</td>
</tr>
</tbody>
</table>
Week 14 | Case Study 1: Adoption of Federal and State Regulations
Week 15 | Case Study 2: Evaluation of Secure Management
Week 16 | Final Thoughts and Recommendations

Required and Recommended Text


Selected readings: These will change in order to include the most up-to-date articles. List of the articles and/or the book chapters will be announced at the beginning of each course and as the course evolves.

Evaluation and Grading
Discussions participation 30%  
Presentations 20%  
Critique of Legal Case 10%  
Case Studies (staged) 40%  

The final grade for the class will be based on the performance in these categories.

Grading scale:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Grade</th>
<th>Point Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 – 100%</td>
<td>A+</td>
<td>80 – 82%</td>
<td>B-</td>
</tr>
<tr>
<td>93 – 96%</td>
<td>A</td>
<td>77 – 79%</td>
<td>C+</td>
</tr>
<tr>
<td>90 – 92%</td>
<td>A-</td>
<td>70 – 76%</td>
<td>C</td>
</tr>
<tr>
<td>87 – 89%</td>
<td>B+</td>
<td>69% and below</td>
<td>F</td>
</tr>
<tr>
<td>83 – 86%</td>
<td>B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate students must have no final grade lower than C if the course is taken as an elective, a B- is required if the course is a required course for the student's study plan.

POLICIES for ATTENDANCE & ASSIGNMENT/PROJECT DEADLINES

1. Missing class course chat time WILL affect your grade. Students are allowed two (excused or unexcused) absences before their grade will be effected. In other words, whether you are sick or have personal problems or issues for missing class, it will amount to the same. Missing class means you do not show for the whole or majority of the session. The grade reduction policy works in this way.
   a. On the third missed class time your final grade will drop 5 points (regardless of the reason).
   b. On the fourth missed class your final grade will drop 10 points (regardless of the reason), and 5 additional points thereafter for each additional class missed.

2. Responsible for due dates and related materials: All weekly due assignments are the students' responsibility. If class is missed, the student is still responsible for the assignment, as well as to find out what was covered in class, e.g., any new assignments or variations to an existing assignment. ALL assignment deadlines are outlined in the syllabus or syllabus supplemental documents provided on
Oncourse site. The instructor will only give one reminder of these dates. In the end, each student is responsible for the deadline. Also, weekly assignment deadlines should be adhered to, to insure fairness to all students. For the purpose of maintaining an equal and fair evaluation of each student’s work, no student will receive special treatment. As a result, the following rules will apply to this course:

a. All assignments must be ready to hand in or email at the designated time and place as stated on the assignment sheet, as communicated via email, or on the syllabus.
b. All assignments handed in late will be reduced 10 points for every day late (24 hrs. from the due date and time). For example, if the assignment is due at 6PM on the due date and it is post-marked 6:01PM, it will be reduced automatically by 10 points. If the class meets in the class room, students must be ready to hand the assignment in at the start of class time.
c. Incompletes will NOT be issued except under very extreme personal conditions that have been reviewed by the instructor and in some cases in consultation with the Dean’s Office.

UNIVERSITY POLICIES

1. University Attendance Policy: Attendance is required. The University regulations state: "Students are expected to be present for/participate in every meeting of the classes in which they are enrolled." IUPUI faculty is required to submit to the office of the Register a record of student attendance through the semester, on which they will take action if the record conveys a trend of absenteeism.

2. Academic Dishonesty | Integrity | Plagiarism: Using another student's work on a project or assignment, cheating on a test, test or any other form of dishonesty or plagiarism will result in a grade of zero on that assignment and possibly an "F" in the course, and will be referred to the Dean of Students. All students should aspire to high standards of academic honesty. This class encourages cooperation and the exchange of ideas. For further reference, students may see:
http://www.iupui.edu/~resgrad/grad.academic_misconduct_curriculum_subcommittee.rtf
- and -
http://life.iupui.edu/dos/code.htm

3. Values and ethics: Profanity or derogatory comments about or towards the instructor or any member of the class will NOT be tolerated. Violating this rule will result in a warning and if the offense continues, administrative action will be taken.

4. Code of Student Rights, Responsibilities and Conduct: All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct of IUPUI. (Students can access www.iupui.edu/code for further information regarding the above points)

5. Disabilities Policy: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course. Students with learning disabilities must provide written verification for this policy to be recognized. *

*If you need any special accommodation due to a disability, Please contact Adaptive Education Services at 274-3241. The office is located in CA 001E.