New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit [ ]  Graduate credit [✓]  Professional credit [ ]

1. School/Division: Informatics
2. Academic Subject Code: INFO
3. Course Number: 1583 (must be cleared with University Enrollment Services)
4. Instructor: Josette Jones
5. Course Title: Security and Privacy Policies and Regulations for Health Care
   Recommended Abbreviation (Optional): (Limited to 32 Characters including spaces)
6. First time this course is to be offered (Semester/Year): Spring 2010
7. Credit Hours: Fixed at ___3___ or Variable from ________ to ________
8. Is this course to be graded S-F (only)? Yes [ ] No [✓]
9. Is variable title approval being requested? Yes [ ] No [✓]
10. Course description (not to exceed 50 words) for Bulletin publication: 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.

11. Lecture Contact Hours: Fixed at ___3___ or Variable from ________ to ________
12. Non-Lecture Contact Hours: Fixed at ___0___ or Variable from ________ to ________
13. Estimated enrollment: ___25___ of which ___0___ percent are expected to be graduate students.
14. Frequency of scheduling: F/S [ ] Will this course be required for majors? Yes [ ]
15. Justification for new course: Development of additional courses in Health Information Technology Certificate programs
16. Are the necessary reading materials currently available in the appropriate library? Yes [ ]
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

[Signature]  Date 3/19/10

Department Chairman/Division Director

[Signature]  Date

Dean of Graduate School (when required)

[Signature]  Date

Chancellor/Vice-President

[Signature]  Date

University Enrollment Services

[Signature]  Date

Approved by

[Signature]  Date 8/29/10

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
School of Informatics
Security and Privacy Policies and Regulations for Health Care
INFO 1583

Course Information
- Credit Hours: 3.0
- Placement in Curriculum:prove
  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, RN, PhD (jofjones@iupui.edu)

Description (50 words): 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 delivery.
# Course Content

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

Weekly Assignments       30%
Presentations           20%
Class Participation     10%
Paper                   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>
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</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>
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Graduate students must have no grade lower than C.

**Bibliography:**


**POLICIES for ATTENDANCE & ASSIGNMENTPROJECT 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 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. As a result, ATTENDANCE WILL BE TAKEN IN ALL
CLASSES. An Attendance sheet will be passed out in class for each student to sign their
name. If you do not sign your name while in class you will be marked absent. The
instructor is not expected to remember who attended when, so signing the sheet while in
class is important. Signing the attendance sheet for another student is absolutely
prohibited. Any student found doing so will be in violation of university policies on
ethics and/or conduct.
2. Bringing your children to class: University Policy states that: "Children are not
permitted to attend class with parents, guardians, or childcare providers. This conduct has
the effect of unreasonably interfering with an individual's work or academic performance
creating an offensive learning environment." "A student must not violate course rules as
contained in a course syllabus, which are rationally related to the content of the course or
to the enhancement of the learning process in the course." [Code of Student Rights, Responsibilities, and Conduct, page 291]

3. **Academic Dishonesty I Integrity I 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

4. **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.

5. **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)

6. **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.