

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School of Health Sciences
HIMA 620
Corporate Compliance in the Healthcare Industry
Credit Hours: 3
Length of Course: 8 weeks
Prerequisite: None

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Course Scope	Course Outline
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Course Description (Catalog)

This course will prepare students to navigate the area of corporate compliance within the healthcare industry by identifying risks and avoiding possible liability by examining a myriad of laws, regulations, policy guidance, enforcement initiatives, and certifications (e.g. HIPAA, Stark laws). The course will provide students with a foundation in the core elements of corporate compliance. Students will evaluate various tools and strategies necessary for an effective corporate compliance program to protect a health care organization and avoid penalties as a result of non-compliance.

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Course Scope

This course provides this student with the knowledge and skills necessary to understand how a formal compliance program is implemented at a health care facility. Managing several staff members and keeping a health care practice compliant with federal, state, and local statutes and regulations is a challenging job. This course will help you visualize yourself on-the-job, using the knowledge you have gained to meet these challenges.

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Course Objectives

After successfully completing this course, candidates will be able to:

1. Analyze various federal laws, regulations, and policies and their impact on the health care industry.
2. Evaluate tools and strategies to create an effective framework for a corporate compliance program.
3. Assess health care industry compliance issues and challenges.
4. Identify potential areas of compliance vulnerability and risk.
5. Apply remediation methods to limit potential liability.
6. Develop an effective compliance communication program.

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Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due weekly as noted on the course outline and can include Discussion questions and written assignments. Assigned faculty will support the students throughout this eight-week course.

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Course Materials

Required Course Textbook:

Safian, S. (2009). *Essentials of health care compliance*. Clifton Park, NY: Delmar /Cengage Learning.

Required Textbook for the degree program:

Candidates are expected to adhere to APA style throughout the program. The *Publication manual of the American Psychological Association* (Currently 6th ed.) should be purchased and used in all courses.

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Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

AHIMA Home - [American Health Information Management Association](#). (n.d.). Retrieved December 2, 2014

HIMSS - [Healthcare Information and Management Systems Society](#). (n.d.). Retrieved December 2, 2014

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Evaluation Procedures

Discussion

Please join the discussions each week. Replies must be posted in the week due and replies after the end of each week will not be graded. The Discussions are for student interaction and input should be submitted before the week ends in order to fully participate in the discussions. Students should demonstrate their own knowledge in the discussions and avoid copying and pasting from websites.

Guidelines:

- Post the initial response to each discussion by 11:59pm, ET, Wednesday.
- Initial responses. This response must be a balanced discussion with two parts: 1) Your discussion of the content/topic and Your own critical thinking reflection, sharing what you think of the topic, do you agree with it, no? Why or why not? In other words, your discussion should be both objective (facts) and subjective (your thoughts). One sentence is not enough for the subjective
- Initial responses are to be original in content and demonstrate a thorough analysis of the topic.
- Reply to at least 2 of your classmates in each discussion by 11:59pm, ET, Sunday.
- Responses to classmates are significant to advance the discussion.
- All discussions can be accessed in the Discussions section of the course.

[Discussion Rubric](#)

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Course Grading Outline

Grading Instrument	Percentage of Final Grade
Discussion	20
Weekly Written Papers	60
Comprehensive Exam	20
TOTAL	100%

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Course Outline

Lesson	Topic	Course Obj(s)	Reading(s) Media	Assignment(s) Discussion(s) Complete Each Week
1	Characteristics of an effective compliance officer	2	<p>Read Ch 1- <i>Introduction to Compliance Programs</i></p> <p>Read Ch 2- <i>The Compliance Officer</i></p> <p>Watch the assigned YouTube Videos</p> <ol style="list-style-type: none"> 1. Role of the Compliance Officer 2. Compliance Officer Roles and Responsibilities <p>Review any other resources listed in the Content section.</p>	<p>Written Paper Week 1 Discussions:</p> <p>Week 1 – Job Description for Chief Compliance Office.</p> <p>Review the instructions for this assignment located in the Assignment section.</p> <p><i>Introduction</i> <i>Discuss the 7 myths of compliance program</i></p> <p>You will find additional instructions located in the Discussions section.</p> <p>Review the instructions for a successful post in your Syllabus.</p>
Lesson	Topic	Course Obj(s)	Reading(s) Media	Assignment(s) Discussion(s)
2	Components of an effective compliance program	2,6	<p>Read Ch 3- <i>Components of an Effective Compliance Program</i></p> <p>Watch the</p>	<p>Written Paper Week 2 Discussion:</p> <p>Week 2 – <i>Project Management Software</i></p> <p><i>Individual components of a compliance program and due</i></p>

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			<p>assigned YouTube Videos</p> <ol style="list-style-type: none"> 1. Aligning Strategy and Project Management 2. Office of Inspector General – Compliance Resources <p>Review any additional resources listed in the Content section.</p>	<p><i>Programs</i> Review the instructions for this assignment located in the Assignment section.</p>	<p><i>diligence according to Federal Sentencing Guidelines (FSG).</i></p> <p>You will find additional instructions located in the Discussions section.</p> <p>Review the instructions for a successful post in your Syllabus.</p>
Lesson	Topic	Course Obj(s)	Reading(s) Media	Assignment(s)	Discussion(s)
3	Laws affecting compliance	1	<p>Read Ch 4-<i>Legal & Ethical Considerations</i> Watch the assigned YouTube Videos</p> <ol style="list-style-type: none"> 1. Healthcare Reform Compliance 2. How does the Affordable Care Act work? <p>Review any additional resources listed in the Content section.</p>	<p>Week 3</p> <p>Written Paper Healthcare Requirements.</p> <p>Review the instructions for this assignment located in the Assignment section.</p>	<p>Week 3 Discussion:</p> <p><i>Review the website and Electronic Code of Regulations.</i></p> <p>You will find additional instructions located in the Discussions section.</p> <p>Review the instructions for a successful post in your Syllabus.</p>
Lesson	Topic	Course Obj(s)	Reading(s) Media	Assignment(s)	Discussion(s)
4	Compliance when using electronic health record (EHR)	4,6	<p>Read Ch 5-<i>Patient Consent</i> Read Ch 6-<i>Documentation</i> Watch the assigned</p>	<p>Week 4</p> <p>Written Paper Meaningful Use for</p>	<p>Week 4 Discussion:</p> <p><i>Aspects of documentation compliance with regard to</i></p>

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			<p>YouTube Videos</p> <ol style="list-style-type: none"> 1. Seminar Series: Informed Consent 2. Informed Consent under the NPRM <p>Review any additional resources listed in the Content section.</p>	<p>EHRs.</p> <p>Review the instructions for this assignment located in the Assignment section.</p>	<p><i>electronic health records.</i></p> <p>AHIMA's Appendix A.</p> <p>You will find additional instructions located in the Discussions section.</p> <p>Review the instructions for a successful post in your Syllabus.</p>
Lesson	Topic	Course Obj(s)	Reading(s)	Assignment(s)	Discussion(s)
5	Reporting Compliance Issues	1,6	<p>Read Ch 7 <i>Compliance Reporting</i></p> <p>Review Article</p> <ol style="list-style-type: none"> 1. Internal Reporting of Issues in Healthcare <p>Review any additional resources listed in the Content section.</p>	<p>Week 5</p> <p>Written Paper</p> <p>Tenet Regulatory Policy.</p> <p>Review the instructions for this assignment located in the Assignment section.</p>	<p>Week 5 Discussion:</p> <p>Review False Claim Act</p> <p>Review the instructions for a successful post in your Syllabus.</p> <p>You will find additional instructions located in the Discussions section.</p> <p>Review the instructions for a successful post in your Syllabus.</p>
Lesson	Topic	Course Obj(s)	Reading(s)	Assignment(s)	Discussion(s)
6	Policies and Procedures	4,5,6	<p>Read Ch 8 – <i>Creating Policies and Procedures</i></p> <p>Read Ch 9 – <i>Education & Training</i></p> <p>Watch the assigned</p>	<p>Week 6</p> <p>Written Paper</p> <p><i>Six Components of Training Program</i></p>	<p>Week 6 Discussion- <i>It's the Law, components in an effective compliance plan.</i></p> <p>You will find additional</p>

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			<p>YouTube Videos</p> <ol style="list-style-type: none"> 1. HIPAA Enforcement Hits small practices 2. Celtic Healthcare's Corporate Compliance Training <p>Review any additional resources listed in the Content section.</p>	<p><i>development.</i></p> <p>Review the instructions for this assignment located in the Assignment section.</p>	<p>instructions located in the Discussions section.</p> <p>Review the instructions for a successful post in your Syllabus.</p>
Lesson	Topic	Course Obj(s)	Reading(s)	Assignment(s)	Discussion(s)
7	Audits	4,5	<p>Read Ch 10- Internal Audit</p> <p>Read Ch. 11- External Audit Documentation</p> <p>Watch the assigned YouTube Videos</p> <ol style="list-style-type: none"> 1. Medicare Audits: OIG 2015 2. Inside Job 3. Recovery Audit Program - CMS 4. HIPAA Audits are coming <p>Review any additional resources listed in the Content section.</p>	<p>Week 7</p> <p>Written Paper</p> <p>Top Priorities for Internal Auditors in U.S. Healthcare Provider Organizations 2014</p> <p>Review the instructions for this assignment located in the Assignment section.</p>	<p>Week 7 Discussion:</p> <p><i>Compare and contrast internal vs. external audits.</i></p> <p>You will find additional instructions located in the Discussions section.</p> <p>Review the instructions for a successful post in your Syllabus.</p>
Lesson	Topic	Course Obj(s)	Reading(s)	Assignment(s)	Discussion(s)
8	Keeping a Compliance up-to-date	3	<p>Read Ch 12 - Keeping the Program Current</p>	No Written Paper, instead you are to	<p>Week 8 Discussion:</p> <p><i>Reflection of</i></p>

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			Read Ch 13 - Enforcement: Dealing with Non-Compliance Review any additional resources listed in the Content section.	complete a Comprehensive Final. You will find additional instructions located in the Assignments.	<i>Learning, three key take-a-ways from this course.</i> You will find additional instructions located in the Discussions section. Review the instructions for a successful post in your Syllabus.
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Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)
[Plagiarism Policy](#)
[Extension Process and Policy](#)
[Disability Accommodations](#)

Citation and Reference Style

Attention Please: Students will follow the American Psychological Association (APA) manual (6th edition) as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA manual (6th ed). See [APA Style](#) and [The Basics of Sixth Edition APA Style](#).

Websites: Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using APA style. Cutting and pasting from a website without citing the electronic source is plagiarism, as is taking phrases, sentences and/or paragraphs from textbooks without referencing the source.

Documents/Files: When uploading assignments, make sure they are in doc, docx, or RTF format. Make sure to properly format papers (or PowerPoint) with a cover sheet. **Use black 12 Times New Roman, Arial, or other appropriate font.** Adhere to the essentials of Standard American English grammar, word choice, spelling, and punctuation and APA 6th edition.

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Plagiarism

Plagiarism is a serious violation of APUS's code of academic conduct. The Student handbook explains specific policies and penalties. Here is the link to the policy:

[Plagiarism Policy](#)

Additionally, the School of Education offers further clarification. Specifically, all students in this course are to follow these guidelines:

- Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using APA style. Cutting and pasting from a website without citing the electronic source is plagiarism, as is taking phrases, sentences and/or paragraphs from textbooks without referencing the source.
- Do not insert parts of class lectures, online modules, or tutorials, including examples, into your own work, without permission or citation. These are published by the instructors, who properly cite the sources of any externally published sources.
- Do not insert parts of previous students' work or current students' work into your own work, without permission and/or citation.

You are expected to use your own words to demonstrate your understanding of the content of this course. While it is appropriate to reference experts and outside resources, students should do so judiciously to avoid simply summarizing and paraphrasing what all other sources have stated about a given topic. Remember to always cite any work that is not your own intellectual property. Failure to do so may result in failing an assignment and/or course; and ultimately may result in being removed from the program due to a violation of professional dispositions.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic

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academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Discussion of others.

- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

[Request a Library Guide for your course](#)

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The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library:
librarian@apus.edu.