

LCHI 490

A Day in the Life of an HIM Director

Spring 2025

<p>COMPETENCIES AND PERFORMANCE INDICATORS</p>	<p>1.1 Written and Oral Communications (does) 1.1.1 Use proper grammar and spelling in written communications. (does) 1.1.2 Ensure thorough and logical explanations are founded on evidence-based information and written reports include proper scholarly or professional literature citations. (does) 2.3 Professional Behaviors (shows) 2.3.1 Recognize ethical issues and identify potential actions that support a positive outcome. (shows) 2.3.2 Identify and manage potential and actual conflicts of interest. (shows) 3.2 Privacy, Security and Confidentiality (does) 3.2.1. Apply privacy and security legislation when collecting, retaining, using, releasing, and destroying personal and health information. (shows) 4.1 Health Record Life Cycle (does) 4.1.1 Identify the content of the health record and documentation. (knows)</p>
<p>OBJECTIVE</p>	<p>To analyze daily situations and apply all previously learned information to make an effective and efficient decision on the situation at hand</p>
<p>INDIVIDUAL OR GROUP PROJECT</p>	<p>Groups of 2</p>
<p>EXPERIENTIAL LEARNING?</p>	<p>Yes</p>
<p>ASSIGNMENT</p>	<ol style="list-style-type: none"> 1. Examine Case Study 7.1, A Day in the Life of an HIM Director. 2. Using references and your own research, determine the best decision for each of the scenarios. 3. Upload your decisions in Word format to the Moodle page 4. Participate in classroom discussion of the scenarios led by a health information director/department head – February 10, 2025

	<p>5. Complete Reflection Statement indicating what mistakes were made in your answers and how you as a future director would handle similar scenarios (based on the classroom discussion) in the future – Due February 20th, 2025</p> <p>Specific Notes:</p> <ol style="list-style-type: none"> 1. For each answer, you must cite one source under the Answer for how you determined your answer 2. For scenario #5, be sure to state your suggested written policy that will go into the medical staff bylaws. Then include your three bullet points for how you will defend the policy at the medical staff meeting 3. For scenario #6, be sure to include Charles’ specific rationale for the type of discipline required. 4. You may not have a source to cite for scenario #8; that is acceptable for this question only
DUE DATE	February 9, 2025
POINT VALUE	55 points

Rubric:

Criteria	Excellent (5 points)	Good (4 points)	Adequate (3 points)	Needs improvement (0-2 points)
Scenario 1: Law Enforcement Request	Clearly and accurately assesses Laura's obligations under HIPAA and state law; includes thorough legal support for releasing or withholding patient information.	Addresses key points of HIPAA with minor omissions or inaccuracies in legal rationale.	Response identifies general legal principles but lacks specificity or depth of explanation.	Fails to address the legal obligations or provides inaccurate reasoning that does not align with HIPAA requirements or state law.

Scenario 2: CDI Specialist Qualifications	Proposes detailed and realistic qualifications for education, experience, and skills; rationale is logical and aligns with industry standards.	Includes most of the required qualifications with some minor gaps; rationale generally aligns with industry expectations.	Lists qualifications but lacks depth or omits key requirements; rationale is vague or incomplete.	Provides minimal or irrelevant qualifications, or rationale is missing or poorly developed.
Scenario 3: Trauma Registry Code	Explains the process for finding the hospital code accurately; provides the correct code and references appropriate resources.	Provides the correct code with a basic explanation of the process, though some details may be omitted.	Attempts to explain the process but is unclear or incomplete; correct code may or may not be included.	Fails to explain the process and/or does not provide the correct code.
Scenario 4: Court Testimony	Accurately formulates responses for each sub-question; responses align with legal and professional standards and demonstrate a thorough understanding of HIM roles.	Provides accurate responses for most sub-questions, but a few answers may lack depth or precise alignment with professional standards.	Addresses the questions but may include errors, inconsistencies, or lack of clarity in some responses.	Provides incomplete, incorrect, or unclear responses that fail to demonstrate understanding of legal and HIM professional standards.
Scenario 5: Texting Policy	Proposes a well-researched, comprehensive policy supported by relevant guidelines (CMS, Joint Commission) and articulates strong, evidence-	Proposes a valid policy with supporting rationale but talking points may lack depth or clear alignment with guidelines.	Policy is generic or lacks adequate support; talking points are incomplete or unclear.	Fails to propose a coherent policy or does not provide appropriate supporting evidence or talking points.

	based talking points.			
Scenario 6: Disciplinary Action	Recommends an appropriate action aligned with HR policies; provides clear reasoning for the decision and addresses potential arguments effectively.	Recommends an appropriate action but rationale may lack thoroughness or fail to address potential counterarguments.	Recommends an action but provides limited reasoning or fails to fully align with HR policies.	Recommendation is unclear, inappropriate, or unsupported by HR policies and guidelines.
Scenario 7: EMTALA Violation	Clearly identifies EMTALA as the applicable law; provides a detailed analysis of how the law applies and supports the argument with specific violations and rationale.	Identifies EMTALA as the law and explains its application, but analysis may lack depth or omit specific violations.	Mentions EMTALA but provides a limited or vague explanation of its application to the scenario.	Fails to identify EMTALA or provides an inaccurate or unsupported explanation.
Scenario 8: DNFB	Data is displayed accurately, with correct values, formatting, and a clear title. The display is appropriate for the data type (e.g., line graph, bar graph).	Data is mostly accurate, with minor formatting or labeling errors.	Data is partially accurate but contains noticeable errors or omissions in values or labels.	Data is barely represented or completely inaccurate.
Scenario 9: HIPAA Concern	Clear and accurate understanding of HIPAA Privacy Rule exceptions for public safety and patient	Mostly accurate understanding with minor omissions or errors.	Partial understanding but missing key elements of HIPAA exceptions.	No understanding or completely incorrect interpretation of HIPAA.

	threats, with appropriate application to the scenario.			
Overall Clarity and Professionalism	Responses are clearly written, well-organized, and demonstrate a professional tone with appropriate references to legal and industry standards.	Responses are mostly clear and professional but may contain minor issues with organization, tone, or citation of references.	Responses lack clarity or professionalism in tone; may have organizational issues or fail to adequately reference standards.	Responses are disorganized, unclear, or lack professionalism and references to standards.
Reflective Paper	Well-written and thoughtful reflection on all errors made and lessons learned for each issue	Well-written and thoughtful reflection on most errors made and lessons learned for each issue	Minimal evidence of reflection on errors and lessons learned	Poorly written and doesn't address the errors made and the lessons learned for the future