Spring 2016 - HCM 420-3  Health Care Ethics, Coding & Compliance

Instructor:  Dr. Sandra Collins, Associate Professor and Program Director
Office: Room 122, CASA
Phone: 618-453-8802 – Voice mail is not permitted.
Email: skcollin@siu.edu
Office Hours: Monday/Wednesday 10:00 – 11:00 am and 12:15-2:00 pm
Tuesday/Thursday 10:15 – 11:00 am
Meetings are by appointment only during the posted timeframes. Email the instructor
and arrange a meeting. *Office Hours are subject to change without notice at the
instructor’s discretion.

Note: No cell phones, no laptops, no cameras or other recording devices are allowed to be used in the
classroom. Violations will result in being removed from class and/or a letter deduction from the total
points earned at the end of the semester.

COURSE DESCRIPTION: Exploration of the ethical issues surrounding the delivery of health care
services. Students will apply ethical principles and decision making processes to a series of cases
involving ethical dilemmas unique to the health care environment. Students will examine coding and
compliance issues and carefully explore the external environment which governs and regulates their actions
as future health care managers. Not for graduate credit. Restricted to HCM major/minor.

REQUIRED TEXTBOOKS:


NOTE: The textbooks are REQUIRED. No exceptions, no excuses. Not having a book and/or
registering late are not acceptable excuses for late work.

GRADING SCALE: 1000-900=A, 899-800=B, 799-700=C, 699-600=D, 599-0=F
Pre-Test 100
Quizzes 6 @ 50 300
Group Presentation 400
Post Test 100
Final Exam 100 Comprehensive – May 12, 10:15am-12:15pm
Total Possible Points = 1000

COURSE OBJECTIVES:

Upon completion of the course, the student will be able to:
1. Explain the realms of analysis of health care ethics
2. Explain the stages of individual moral reasoning and their importance
3. Identify key principles involved in ethical decision making.
4. Identify ethical dilemmas that managers confront in their administrative roles.
5. Identify and explain a variety of mechanisms for creating an ethical environment for employees.
6. Articulate JCAHO’s requirement for a “code of ethical behavior” in health care organizations.
7. Explain the difference in the roles of corporate compliance and corporate integrity programs in cultivating organizational ethics.
8. Explain the role and function of ethics committees in health care organizations.
9. Explain the importance of ethical leadership in formulating and determining organizational ethics.
10. Discuss the role of professional codes of ethics in setting parameters for behavior.
11. Explain how to deal with moral disagreement and ambiguity in organizational ethics.
12. Articulate the steps involved in making decisions regarding ethics issues and apply critical reasoning in resolving ethical dilemmas.
13. Communicate their own positions on a variety of organizational ethics issues.
14. Apply an ethical decision-making model to a wide variety of case studies in organizational ethics.
15. Understand the Clinical Coding – Reimbursement Connection.
16. Identify Coding issues relative to compliance and reimbursement.
17. Review the standards of ethical coding and the value of having a self-reporting compliance program.

OTHER COURSE REQUIREMENTS:

- A computer which can effectively run Desire to Learn (D2L)
- Proficiency with the D2L system pertaining to quiz/assignment/testing.
- Students are expected to turn in college level work which is free from grammatical errors. Points will be deducted for violations. Repeated violations will result in a letter deduction of the student’s final grade.
- All assignments are to be typed – no handwritten assignments will be accepted.
- NO late assignments will be accepted without PRIOR APPROVAL from the instructor. This is a management related degree and deadlines are a serious issue in the healthcare field. Again, NO late assignments will be accepted. Watch due dates and times closely. Prior approval is defined as 48 hours before the assignment is due. Requests should be sent to skcollin@siu.edu BEFOERE the 48 hour deadline. The instructor will respond back to the student via email with an approval or denial. All coursework is due in Central Standard Time (CST).
- Any chat room or chat/discussion time assigned whereas points are given CANNOT be made up if missed.
- All assignments/tests/quizzes MUST BE sent/completed through the D2L system assignment (dropbox) section unless otherwise instructed. Do not send them via the instructor’s email unless the instructor advises you to do so. They will not be accepted via email for any reason without prior written permission.
- Tests/assessments, if applicable, will only be given on the scheduled test days. NO early exams or make-up tests will be given except for those rare exceptions outlined by the University.
- This instructor does not give incompletes as a final grade. Don’t ask.
- All assignments must be submitted in a Word document (doc. or docx.). Nothing else will be accepted. If I can’t open the document, I can’t grade it. Therefore, the student will receive a zero. No second submissions allowed. All assignments must be submitted through D2L unless otherwise instructed.
- Quizzes and/or Tests may be located on D2L, may be given in class, or may be given as a take-home work. This is at the instructor’s discretion and will be announced in class. Although dates may be scheduled in the agenda, the instructor may move them to other dates and administer them unannounced (aka: pop-quizzes). Students should read the textbook and be prepared at all times. When quizzes or tests are on D2L they can only be submitted through the.
D2L system. Do NOT email them to the instructor. Quizzes and tests are timed when they are in D2L. Once students begin the quiz or test in D2L they must complete it in that setting. To save valuable time, students should read the chapter the quiz pertains to first so they can answer the questions more readily. Quizzes and tests given in class are also timed and must be completed and turned in prior to the end of that class session.

ATTENDANCE: Attendance is mandatory. Students are to sign the designated sheet when coming in to class. Signing in for other students is considered academic dishonesty and will result in an F being given in the class. Late is the same as absent. Students cannot sign the sign in sheet once it has been collected. 20 points will be deducted from each absence, regardless of the reason, so students should be very cautious about missing class because it will impact the final course grade. Signing in and leaving (not staying for class) is considered absent. The 20-point attendance deduction will be taken if a student signs in then leaves along with 20 more points deducted for lack of professionalism. Students who need to leave class early must notify the instructor via email 24 hours in advance to avoid points being deducted for such.

LATE REGISTRATION: Registering late is not a suitable excuse to request an extension on coursework. Late work is not accepted for any reason. If the student registers late, they do so while understanding there may be assignments/test/quizzes etc. that they may have missed and therefore will receive a zero for those items. This includes if the student is waiting on the required textbook. Late submissions will not be allowed due to not having the textbook on time.

D2L ACCESS AND PROFICIENCY: Each student will require access to D2L system. Students are required to assure access is obtained PRIOR to the first week of class. Students will use the D2L system extensively in this course. However, this is NOT a class that teaches D2L to students. The student is expected to invest their own time becoming comfortable and knowledgeable of D2L. Students who are not proficient with D2L should NOT take this online course.

TECHNICAL PROBLEMS: The instructor CANNOT aid students with technical problems such as computer compatibility, inability to access D2L, or failure to submit assignments or quizzes. Students are directed to contact the D2L administrator at 618-453-1016 with technical problems or questions. It is highly recommended that students do their first assignment, quiz, or test early enough so that problems can be resolved prior to missing deadlines. Late work will not be accepted due to technical problems unless it is a system failure on the part of SIUC.

Group Presentation: A topic will be assigned to each group. Groups are assigned by the instructor. Each group will conduct a 30 minute presentation with PowerPoint presentation to their classmates/colleagues/and any others in attendance on their specific day. Attendance for the group presentation is mandatory. Students absent that day, for any reason, will lose 200 (out of the 400) points automatically regardless of the reason. There is no make-up allowed for the loss of the 200 points. There is no extra credit given in the class. The remaining 200 points will be assigned by the remaining group members based on what grade they think the person who missed the presentation earned by their participation in the group activities. Their decision on the assignment of the 200 points is final and cannot be disputed by the student who did not show up for the presentation.

STUDENT CONDUCT CODE: It is each student’s responsibility to know and comply with the SIUC Student Conduct Code and any policies referenced therein. Student Conduct Code, Southern Illinois University Carbondale. Professionalism is expected at all times! Some of the issues covered in this class are sensitive in nature and respect for individual perspectives will be expected. Students demonstrating inappropriate classroom behavior will be subject to a deduction of points and/or being
removed from the class. Some violations of classroom professionalism include but are not limited to:

- Being late with assignments or class discussion
- Use of foul or inappropriate language
- Being unprepared for the course: Example – no textbook, computer not accessible, failure to provide instructor with email.
- Being disrespectful of the opinions of others
- Not following directions outlined in syllabus
- Falsifying any records or classroom submissions sheets
- Displaying an argumentative and uncooperative attitude
- Inability to follow directions as listed on the syllabus and/or discussed in class.
- For a complete list, see the SIUC Student Code of Conduct accessible online at www.siu.edu.
- Academic dishonesty- Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or collusion. Please see more information regarding academic dishonesty at www.siuc.edu.

TOPICAL OUTLINE:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Percentages of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Morality and Ethics</td>
<td>20%</td>
</tr>
<tr>
<td>A. Stages of moral development</td>
<td></td>
</tr>
<tr>
<td>B. Morality and moral values</td>
<td></td>
</tr>
<tr>
<td>C. Law vs. ethics</td>
<td></td>
</tr>
<tr>
<td>II. Approaches to Ethical Analysis</td>
<td>20%</td>
</tr>
<tr>
<td>A. Deontological approaches</td>
<td></td>
</tr>
<tr>
<td>B. Teleological approaches</td>
<td></td>
</tr>
<tr>
<td>C. Virtue theory</td>
<td></td>
</tr>
<tr>
<td>D. Utilitarianism</td>
<td></td>
</tr>
<tr>
<td>E. Relativism</td>
<td></td>
</tr>
<tr>
<td>F. Deductive and inductive approaches</td>
<td></td>
</tr>
<tr>
<td>G. Ethical principles as guides</td>
<td></td>
</tr>
<tr>
<td>III. Prototypes of Ethical Problems</td>
<td>5%</td>
</tr>
<tr>
<td>A. Three prototypes</td>
<td></td>
</tr>
<tr>
<td>B. Ethical distress</td>
<td></td>
</tr>
<tr>
<td>C. Ethical dilemmas</td>
<td></td>
</tr>
<tr>
<td>IV. Ethical Dimensions of the Social and Institutional Contexts of Health Care</td>
<td>5%</td>
</tr>
<tr>
<td>A. Distributive justice</td>
<td></td>
</tr>
<tr>
<td>B. Compensatory justice</td>
<td></td>
</tr>
<tr>
<td>C. Social responsibility</td>
<td></td>
</tr>
<tr>
<td>D. Ethics and power</td>
<td></td>
</tr>
<tr>
<td>V. Professional and Organizational Support for Ethical Behavior</td>
<td>5%</td>
</tr>
<tr>
<td>A. JCAHO</td>
<td></td>
</tr>
<tr>
<td>B. Corporate compliance, integrity programs, and ethics committees</td>
<td></td>
</tr>
<tr>
<td>C. Codes of Ethics</td>
<td></td>
</tr>
<tr>
<td>D. Leading ethical organizations</td>
<td></td>
</tr>
</tbody>
</table>

Revised 22-Jan-16
Emergency Procedures: Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

ADA Statement for Students Requiring Special Accommodations:

As per 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, inform the instructor or program advisor as soon as possible.

**Syllabus and classroom activities, due dates and due times, are subject to change at the discretion of the instructor. Revised version 8/24/2015.

Supplementary Information for HCM 420.

http://faculty.plts.edu/gpence/html/kohlberr.htm
http://college-ethics.blogspot.com/2008/04/deontological-approach-to-ethics.html
http://www.wku.edu/~jan.garrett/ethics/virthry.htm
http://paws.wcu.edu/gjones/Five_Ethical_Perspectives.html
http://depts.washington.edu/bioethx/topics/ethics.html
http://www.ache.org/ABT_ACHE/code.cfm
http://dcu.academia.edu/SimonedeColle/Papers/559560/A_stakeholder_management_model_for_ethical_decision_making
http://patients.about.com/od/costsconsumerism/a/cptcodes.htm
http://patients.about.com/od/medicalcodes/a/icdcodes.htm
http://en.wikipedia.org/wiki/Diagnosis-related_group
http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_042634.hcsp?dDocName=bok1