College of Health and Human Services

Spring 2016

Syllabus	
Course information	HAP 745: Healthcare Security Policy **Date/time**: This is a hybrid class which meets in class on some weeks, and online on others. See the *Class Schedule* for specific dates. When meeting in class, the date/time is: Friday, from 4:30 pm to 7:10 pm. Online sessions are conducted via BlackBoard. Mason Hall, D023 for in class sessions / Internet (BlackBoard) for online class sessions
Course placement	**(x)** Core **( )** Concentration **( )** Elective **( )** Pre-requisite(s) **( )** *Course(s) recommended before taking this course*:
Instructor	Name: Sorina V. Madison, PhD, MD, MPH Contact Info: svlaicu1@gmu.edu, sorina.vlaicu@gmail.com Office Hours: by appointment
Course description	This course introduces the role of healthcare information security in care delivery and the support provided by systems, people, and processes. It explores current security requirements, models, and threats, and assesses the trends in innovations in information technology and systems. It also explores policy ideas and practices intended to ensure security of healthcare information.
Course objectives	Upon completion of the course the student will be able to: - Recognize emerging trends affecting the development of healthcare information systems - Identify policies which need to be developed and adopted to ensure security of health information - Identify the greatest threats to the security of health information - Understand the intersection of information security and technologies such as medical devices, electronic and personal health records, as well as physical facilities. - Be able to point out the effects of information security on privacy and business processes and address human resources - Identify requirements for disaster management of healthcare information - Understand the current HIPAA security framework - Understand the process of Risk Assessment and Developing a Security Plan

Required materials	- All required materials will be posted on the class BB page - **Recommended textbook--Handbook for HIPAA-HITECH Security,** 2nd edition (December, 2012) by Margaret Amatayakul , ISBN-13: 978-1603598019 ISBN-10: 1603598014.
Course requirements	- Complete all required readings before the class - Complete all class assignments on time as indicated on the schedule. Barring extraordinary circumstances, assignments submitted late with have a deduction of 5% for every day they are late. - Attend class and participate in class discussions online or in class as per the Class Schedule
Teaching methods	(x) Lecture ( ) Group work ( ) Independent research ( ) Field work ( )Papers ( ) Guest speakers ( ) Student presentations (x) Case Studies ( ) Lab (x) Class discussion ( ) Other _____
Evaluation	1) Privacy policy project—15% 2) Risk analysis project—15% 3) HIPAA data breach analysis project—25% 4) Midterm exam (short questions/multiple choice format)—10% 5) Final Exam (short questions/multiple choice format)—15% 6) HIPAA Research Project—20%
Grading Scale	94-100 A 90-93 A - 85-89 B + 80-84 B 70-79 C 70- F Plagiarism means an automatic F. Please familiarize yourself with the GMU policy on plagiarism and proper citation of materials. *This also applies to your contributions to the Discussion Boards.*
Mason Honor Code	The complete Honor Code is as follows: *To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code:* **Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.** *(From the 2014-15 Catalog – catalog.gmu.edu)*
Individuals with Disabilities	The Office of Disability Services (ODS) collaborates with students with documented disabilities and faculty to provide reasonable accommodations, auxiliary aids, and support services that are individualized and based upon medical documentation, functional limitations, and a collaborative assessment of needs. In order to receive accommodations, students must complete the following process: http://ods.gmu.edu/students/services.php
E-mail Policy	Web: masonlive.gmu.edu

	Mason uses electronic mail to provide official information to students. Examples include notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their Mason e-mail account and are required to activate that account and check it regularly. Students are also expected to maintain an active and accurate mailing address in order to receive communications sent through the United States Postal Service. *(From the 2014-15 Catalog – catalog.gmu.edu)*

Midterm and Final Exams
Exams will include true/false, matching, and multiple choice questions based on class readings and presentations. The midterm will cover the material in the first half of the course (Classes 1-6), while the final will have content from the second half of the course).

Privacy Policy Project
This is a shorter project where you will take a look at various providers' privacy practices and analyze if they comply with the legal requirements. Specific details will be provided via BB.

HIPAA Risk Assessment Project
This is a second hands-on project where you will get to apply HIPAA concepts on privacy and security. Specific details will be provided via BB.

Data Breach Analysis Project
This will be a more extensive project where you will get to apply HIPAA concepts on privacy and security, as well as analyze information on data breaches and visualize the results.

Final HIPAA Research Project

More extensive research project intended to test your ability to collect, organize, and present new information. These will be group projects on "hot" topics that will supplement the class content and stimulate discussion about the latest trends in HIPAA and health IT. Group can choose one of the following topics:

1. HIPAA and health information exchanges (HIEs)
2. HIPAA in public health emergencies (Ebola, flu, etc)
3. HIPAA and other protections for specialized health information (genetics—GINA), lab (CLIA), medical research

IT tools
We will be using a variety of tools to give you hands-on exposure to software and methods frequently used in the real world. Please read the instructions carefully and make sure you start the process of obtaining and installing the needed software (free) early, so you have time to troubleshoot if needed. Throughout the semester you will be using Excel, build infographics, develop diagrams in Visio, and analyze and visualize data in Tableau.

SCHEDULE OF CLASSES AND ASSIGNMENTS

Jan 19 (online)	**Blackboard page/Content opens** **Background Information on Healthcare and Online & Computer Privacy and Security** - Introduction of instructor and students - Orientation and description of course expectations and content - *TO DO: go over the syllabus and materials posted on BB*
Jan 22	**Class #1--HIT Environment, Privacy and Security Framework**
(in class, official start of the course)	- Lecture on the current HIT Environment, HIPAA, and Health Information Privacy and Security Framework - *Complete assignments posted on BB*
Jan 29	**Class #2—IT Systems, Privacy & Security Governance, Strategic Planning**
(online, asynchronous)	- Lecture on IT Privacy & Security Governance, Strategic Planning - *Complete assignments posted on BB*
Feb 5	**Class #3—Privacy Rule Requirements**
(live online)	- Lecture on Privacy Rule Requirements - *Complete assignments posted on BB*
Feb 12	**Class #4—Privacy Rule Gap Analysis, Privacy Policies**
(online, asynchronous)	- Lecture on Privacy Policies - *Complete assignments posted on BB* - *Privacy Policy Project due by midnight on 2/17*
Feb 19	**Class #5—Introduction to HIPAA Security**
(live online)	- Lecture on Introduction to HIPAA Security - Review Privacy Policy projects - *Complete assignments posted on BB*
Feb 26	**Class #6—Identity and Access Management, Encryption**
(in class, lab)	- Lecture on Identity and Access Management - *Complete assignments posted on BB*
Mar 4	- **MIDTERM EXAM ONLINE (Classes 1-6)**
Mar 11	**NO CLASS, Spring Break**
Mar 18	**Class #7—Portable Devices**
(in class, lab)	- Lecture on Portable Devices - *Complete assignments posted on BB before class* - *Review posted information related to the data breach analysis project and come to class ready to work on the data/follow along*

Mar 25	**Class #8—Physical Security**
(online, asynchronous)	- Lecture on Physical Security - *Complete assignments posted on BB before class*
Apr 1	**Class #9—Risk Assessment and Risk Management**
(online, asynchronous)	- Lecture on Risk Analysis and Management - *Complete assignments posted on BB before class* - *Risk Analysis project due on 4/7*
Apr 8	**Class #10— Incident Response and Disaster Management**
(in class, lab)	- Lecture on Incident Response and Disaster Management - *Complete assignments posted on BB before class* - *Bring your preliminary work on the final data analysis project to class*
Apr 15	**Class #11— Privacy, Security and the Healthcare Workforce**
(online, asynchronous)	- Lecture on Privacy, Security, and Healthcare Human Resources - *Complete assignments posted on BB before class* - *Data Breach Analysis project due on 4/17*
Apr 22	**Class #12—Provider Specific Issues**
(live online)	- Lecture on HIPAA and specific provider issues (health practices, health plans, BAs) - Read posted materials before class
Apr 29	**Class #13—HIPAA Compliance, Future Trends in Healthcare and Health IT**
(in class)	- Lecture (online via BB Collaborate) - Read posted materials before class - *HIPAA Research Project presentations*
May 4-11	**FINAL EXAM WEEK ONLINE**

Note on Scheduling: Please keep in mind that although this is a hybrid class, you will need to set aside the class time (Fridays 4:30 to 7:10 pm) just like you would for a regular class. Some weeks we meet in person, while others we meet live online, or just work online via BB. Given the weather forecast, we may have to occasionally switch from one format to the others, to make sure we go over the entire content of the course. Please check your email and the class BB page for information on cancellations and rescheduling in case of snow.