



HILA 200 - Health Information Law 1

Course Description:

Health Information Law 1 is an introduction to the Canadian legal system and legislation that impacts health information management. The health record is a legal document frequently subpoenaed in court as evidence. Emphasis is on the legalities of record security, confidentiality, and authorized disclosure of patient information.

1.5 Credits

Time Guidelines:

The standard instructional time for this course is 15 hours.

Accrediting Body/Professional Designation(s):

This course addresses the entry-level competencies identified in the current Learning Outcomes for Health Information Management (LOHIM) from the Canadian College of Health Information Management.

Course Assessment:

Exam	40%
Assignments	50%
Discussion Board	10%

Total:	100%
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Distance Delivery Assessment

Assignments	40%
Final Exam	60%

Total:	100%
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Other Course Information:

The School of Health and Public Safety (HPS) expects that students familiarize themselves with policies, procedures, and guidelines that are applicable to SAIT, HPS, and their program of study. All students should explore institutional, school, and program-specific information on sait.ca in order to ensure they are informed with regards to relevant policies, procedures, and guidelines.

School of Health and Public Safety Attendance Guideline:

The School of Health and Public Safety (HPS) has expectations, consequences, and processes for excused and unexcused absences. The entire Attendance Guideline may be found on the HPS program orientation requirements resources website. This document is located under the General Resources section found on your Program page. **Students are expected to review the entire Attendance Guideline.** Students should also take note of the attendance expectations shown below.

Attendance Expectations:

Students in the School of Health and Public Safety are expected to achieve 100% attendance for scheduled classes, and to participate in all learning activities. There is a positive correlation between attendance, participation, and grades. Attendance is required to achieve the necessary knowledge, skills, and abilities while attending both SAIT and workplace-integrated learning experiences, in order to become a successful, well-rounded, and job-ready Allied Health graduate. Failure to keep up with course work and/or repetitive and cumulative absences will result in a formal review of a student's progress.

SAIT Policies and Procedures:

For information on the SAIT Grading Scale, please visit policy AC 3.1.1 Grading Progression Procedure, found on the SAIT Academic Policies and Procedures page: <https://www.sait.ca/about-sait/administration/policies-and-procedures>

For information on SAIT Academic Policies, please visit: www.sait.ca/about-sait/administration/policies-and-procedures/academic-student

Course Learning Outcome(s):

1. Explain the importance of the Canadian legal system to the healthcare industry.

Objectives:

- 1.1 Explain why healthcare professionals must be knowledgeable about medicolegal issues.
- 1.2 Describe the rules and principles of law, and the evolution of common law.
- 1.3 Identify the types of law that affect the activities of a healthcare worker.
- 1.4 Define civil law.
- 1.5 Explain how the Canadian court system functions and the trials and appeals process.
- 1.6 Explain common legal terms used in Canada.

2. Explain the legal aspects of patient care in Canadian healthcare facilities.

Objectives:

- 2.1 Identify the need for, and role of, the hospital and health region lawyer.
- 2.2 Define the structure and function of the governing board of the hospital and its role in hospital bylaws.
- 2.3 Explain the healthcare facility's direct responsibilities to the patient, including those of its various healthcare providers.
- 2.4 Identify the principles surrounding negligence and the implications of improper health record keeping.
- 2.5 Describe when consent to treatment is required and what types of consent are considered valid.
- 2.6 Describe special situations that affect consent.

3. Identify the legal implications applicable to the health record and the protocol for its retention and use in court as evidence.

Objectives:

- 3.1 Explain the purpose of a health record.
- 3.2 Describe the contents and purposes of the health record from a legal perspective.
- 3.3 Explain the acceptable standards for record keeping, practical legal rules and consequences of poorly

documented health records.

3.4 State the regulations and guidelines for retention and storage of health records.

3.5 Describe the implications and protocol when submitting health records as evidence in court.

4. Explain the types and purposes of legislation applicable to healthcare.

Objectives:

4.1 Identify who owns the health record and measures used to keep it secure.

4.2 Explain the purpose of the Health Information Act (HIA).

4.3 Identify custodians and affiliates.

4.4 Describe privacy statutes that affect health information.

5. Describe the legislative requirements for the use and disclosure of personal health information.

Objectives:

5.1 Describe the policies and procedures for the release of patient information.

5.2 Identify the differences between the right of access and the disclosure of health information.

5.3 Describe the Health Information Act (HIA) concept of controlled sharing and its application to disclosure of information.

5.4 Describe the HIA concept of uncontrolled sharing and its application to disclosure of information.

5.5 Describe best practices for the use of facsimile machines and email when disclosing personal health information.

5.6 Describe how to safeguard computerized health information in an electronic health record environment.