**IT6533: Health Information Security and Privacy   
Spring 2020, W01  
Course Syllabus**

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**Catalog Description  
Prerequisites**: IT6503

Health information security and privacy are of utmost importance in today's healthcare environment. This course introduces the concepts, practices and concerns of information privacy and security unique to the healthcare settings. The course provides the student with a thorough understanding of the HIPAA security and privacy rules, meaningful use security requirements, security risk assessment and management, and how to integrate privacy and security into medical practices. Resources of privacy and security in healthcare are provided.

**Course Outcomes**Students who complete this course successfully will be able to

1. Explain the concepts of information privacy & security in healthcare
2. Identify information security controls to protect electronic health information use and exchange
3. Develop and evaluate information security policies and procedures
4. Conduct risk analysis and develop an appropriate risk management strategy
5. Identify and evaluate strategies to ensure HIPAA privacy and security compliance
6. Identify the future challenges of privacy and security in healthcare in order to be an organizational resource in this topic area

**Textbook**

There is no required textbook assigned. The following are recommended textbook.

1. The Office of National Coordinator for Health Information Technology (ONC). Guide to Privacy and Security of Electronic Health Information. 2015. Access it from http://www.healthit.gov/sites/default/files/pdf/privacy/privacy-and-security-guide.pdf
2. Herzig, Terrell W., ed. Information Security in Healthcare: Managing Risk. HIMSS, 2010
3. Herzig, Terrell, W., Walsh, T. Gallagher, L. A. Implementing Information Security in Healthcare. HIMSS, 2013

**About the Course**

There are 13 content modules in this course – one for each week. Week begins on Monday and ends on Sunday at 11:30pm. All module assignments/discussions are due at 11:30 pm on Sunday.

**Content Modules**

Each module contains:

1. Assigned reading.
2. Online content.
3. Assigned discussion/writing topic.

For each content module you should:

1. Read the content posted in the module (including any videos or external website resources).
2. Do assigned activities. You can use the discussion area to discuss among class members. Do not post your home assignment answer in the discussion board.
3. Do assigned activities. All activities are due by 11:30 PM on Sunday.

Throughout the course, you should log in regularly to check for announcements (news section of D2L course page) and/or email announcement. The course Calendar in D2L contains all important dates. Any changes of dates will be publicized by post in discussion area and/or email.

**Grading Policy**

|  |  |
| --- | --- |
| Item | Points |
| Assignment (4) | 35 |
| Discussions (4) | 15 |
| Term project (1) | 15 |
| Quizzes (4) | 20 |
| Research paper (1) | 15 |
| Total | 100 |

Your grading scale will be as follows:

|  |  |
| --- | --- |
| Score ≥ 90 | A |
| Score ≥ 80 & Score < 90 | B |
| Score ≥ 70 & Score < 80 | C |
| Score ≥ 60 & Score < 70 | D |
| Score < 60 | F |

**Course Calendar** (**subject to change**)

|  |  |  |  |
| --- | --- | --- | --- |
| **Week#** | **Module** | **Topic** | **Assessment item** |
| 1 (Jan 6-12) | 1 | [Introduction to the course; resources for information privacy & security in healthcare](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module1/Overview.pptx) | Quiz#1, Self Introduction |
| 2 (Jan 13-19) | 2 | [Cryptography](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module2/Cryptography.pptx), [Privacy, IT Security Governance](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module2/Governance.pptx) | Discussion#1 (health info privacy/security news) |
| 3 (Jan 20-26) | 3 | [HIPAA, PHI and Meaningful Use](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module3/phi_hipaa.pptx), [HITECH act](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module3/HIPAA-Security%20Checklist.pdf) | Assign#1 (HIPAA application) |
| 4 (Jan 27-Feb2) | 4 | [Risk Management and Strategic Planning,](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module4/Risk_management.pptx) [NIST Guidelines](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module4/NIST-publication800.pdf), Research project topic selection | Assign#2 (SRA tool) |
| 5 (Feb 3-9) | 5 | [Data Management](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module5/data_management.pptx), [HIPAA violation](https://www.youtube.com/watch?v=4N5dvGpVUGE) | Assign#3 (Notice of privacy) |
| 6 (Feb 10-16) | 6 | [Identity and Access Management](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module6/identity_access_management.pptx) | Discussion#2: can RBAC be used to comply with HIPPA? |
| 7 (Feb 17-23) | 7 | [Complying with HIPAA and HITECH](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module7/HIPAA.ppt), [Metrics](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module7/Metrics.ppt) |  |
| 8 (Feb 24-Mar2) | 8 | [Complying with HIPAA and HITECH (cont.)](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module7/HIPAA.ppt), [Metrics and risk analysis](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module7/Metrics.ppt) | Quiz#2 |
| 9 (Mar 3-9) | 9 | [Portable Device Security](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module8/portable_device_security.pptx) | Quiz#3,  Term project -Biblio |
| 10 (Mar 10-16) | 10 | [Remote access](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module9/remote_access.pptx) | Discussion#3 (NPI) |
| 11 (Mar 17-23) | 11 | [Training workforce](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module9/training_workforce.pptx) | Discussion#4 |
| 12 (Mar 24-30) | 12 | [Incident Response management](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module10/incident_response.pptx), [develop compliance](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module10/develop_compliance.pptx) | Term project -  Literature review matrix |
| 13 (Mar 31-Apr6) | 13 | Spring break (no class) |  |
| 14 (Apr 7-13) | 14 | [Physical Security](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module11/physical_security.pptx) | Quiz#4 |
| 15 (Apr 14-20) | 15 | [Auditing](http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT6533/module11/auditing.pptx), Reflection writing | Assign#4 |
| 16 (Apr 22-28) | 16 | Research paper | Term paper - Synthesis essay |

**Important Dates**

* First day of semester– Jan 6 (M)
* Spring break – Mar 31- April 6 (No class)
* Last day to withdraw – Feb 26 (without penalty, see up-to-date information from http://registrar.kennesaw.edu/academiccalendar/spring2020.php
* Last day of semester – April 27 (M)

**Contact me**

1. Please use D2L Email to contact me with questions
2. Use the Discussion tool for the course in D2L to interact with your peers.
3. Stop by my office during office hours or schedule an appointment by email.

**Homework assignments and Discussions**

All Assignments will be posted on D2L <https://kennesaw.view.usg.edu/>

Every effort will be made to return your graded assignments to you within two weeks. Scoring rubric will be provided for each assignment.

**Attendance Policy**

Students must log into D2L courses by 11:30pm by end of first week to confirm their attendance. The instructor will consider your lack of activity (e.g., no submission of assignment, homework) as an indication of your intention not to continue in the course. Failure to participate without officially withdrawing from the course will result in a grade of F. Be sure to submit all assigned work on time. If you are not able to submit in assigned lab activities, contact your instructor immediately. No late lab submission is graded.

If you must miss an exam deadline due to illness or family emergency you must e-mail me before the scheduled time and provide proof. No makeup test except for emergencies with proof.

**Preparation of work for this course**

You have to run all code examples from the module before you attempt to complete assigned lab. All assignments must be submitted through D2L before the corresponding deadline.

**Email Communication and Announcements**

To communicate with you through e-mail I will use D2L e-mail and I will try my best to answer your email in 24-48 hours (exception when I am out of town for attending conference). You must periodically check news section of D2L course web page, D2L account, and KSU e-mail account for messages to insure that messages can be received timely. Be sure that your mailbox is not full. Any changes of dates and announcements will be publicized on news notice board and/or email.

**Instructor turn-around time on student submitted materials/assessments**:

You submitted materials will be evaluated within one week of submission. I will update D2L gradebook and notify you all on noticeboard for you to look and address any error/correction in a timely manner. Please check noticeboard news frequently.

**Cumulative class grade reporting**:

Your up-to-date grade on all evaluated items will be available in D2L gradebook. By mid-term, you should be able to identify how much you received on at least 45% of course mark (from submitted labs and individual project).

**Board of Regents/USG - Web Accessibility Policy**

* Web Accessibility<http://www.usg.edu/siteinfo/accessibility_tutorial/the_law>
* Reasonable Accommodations <http://www.usg.edu/siteinfo/accessibility_tutorial/the_law>

**Course Withdrawal**

Please refer to the KSU Catalog <http://www.kennesaw.edu/registrar/policies/withdrawl.php>

**Academic Integrity**

Every KSU student is responsible for upholding all provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. The Code of Conduct includes the following:

* + Section II of the Student Code of Conduct addresses the University’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.
  + Students involved in off-campus activities shall not act in a disorderly or disruptive fashion, nor shall they conduct any dangerous activity.
  + Students involved in off-campus activities shall not take, damage or destroy or attempt to take, damage or destroy property of another.

**Reasonable Accommodations**

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University’s Office of Student Disability Services not individual faculty members or academic departments. A student anticipating a need for accommodation, must submit documentation requesting an accommodation in a timely fashion to permit time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267. For more information, please call 470-578-2666 or visit the Student Disabilities Services websites at [www.kennesaw.edu/stu\_dev/sds](http://www.kennesaw.edu/stu_dev/sds)

http://www.kennesaw.edu/stu\_dev/dsss/dsss.html

**Student Privacy (FERPA)**

Students have certain rights to privacy. <http://registrar.kennesaw.edu/resources/ferpa.php>

The University’s online learning system and email system are designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. We will communicate regarding course matters through the University’s designated technology learning system or Kennesaw state email system.

**KSU Sexual Misconduct Policy & Ethics Statement**

KSU will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. <https://policy.kennesaw.edu/content/sexual-misconduct-policy>.

You are expected to respect religious, cultural, and gender differences.

**Netiquette: Communication Courtesy**

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Inappropriate communication will not be tolerated and will be reported to the Chair and Dean. It may result in dismissal from the course.

**KSU Student Resources**

For issues with technical difficulties, please contact the **Student Helpdesk**:

● Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)

● Call: 470-578-3555

**\*** Additional Technology Resources

● [Student Service Desk and Help Center](http://its.kennesaw.edu/students/index.html)

● [Browser Checker](https://usg.desire2learn.com/d2l/tools/system_check/systemcheck.asp?ou=6606)

● [USG Desire2Learn Help Center](https://d2lhelp.view.usg.edu/)

● [ITS Documentation Center](https://apps.kennesaw.edu/portal/prod/app_uni_cdoc_publ/student/)

● [Check Service Outages](http://status.usg.edu/)

● [Maintenance Schedule](http://www.usg.edu/information_technology_services/learning_in_21st_century_georgia/georgiaview)

**\*** Academic Resources

[• Academic Tutoring Services](http://www.kennesaw.edu/stu_dev/alp/academic.shtml)

• [Disability Resources](http://www.kennesaw.edu/stu_dev/dsss/dsss.html)

• [ESL Study and Tutorial Center](http://www.kennesaw.edu/uc/esl/)

• [Library](http://www.kennesaw.edu/library)

• [The Writing Center](http://www.kennesaw.edu/writingcenter/index.php)

**\*** Student Support and Wellness Resources

● [Career Services Center](https://careerctr.kennesaw.edu/)

● [Counseling and Psychological Services](http://sss.kennesaw.edu/cps/)

● [Center for Health, Promotion and Wellness](http://www.kennesaw.edu/col_hhs/wellness/)

[● Student Health Clinic](http://www.kennesaw.edu/col_hhs/hc/)

**Grade Appeals and Student Complaints**

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. For complaints regarding this course, please contact the professor. If the issue is not resolved, contact the department chair.