

**COURSE APPROVAL DOCUMENT**

Southeast Missouri State University

Department: Management and Marketing  
Title of Course: Healthcare Risk Management

Course No. HA550  
Date: October 7, 2016  
Please check:  New  
 Revision

I. Catalog Description (Credit Hours of Course):

A foundation of knowledge relating to the components of an effective risk management and ethics program in compliance with applicable laws and regulations. (3 credit hours)

II. Co- or Prerequisite(s):

HA300 with a minimum of "C" or MG301 with a minimum of "C" or consent of department chair.

III. Purposes or Objectives of the Course (optional):

- A. To relate the history of risk management in the United States to current health care issues.
- B. To integrate and utilize information from health care websites as a resource to be informed about risk management issues.
- C. To comprehend the components of an effective compliance and ethics program.
- D. To distinguish the importance of regular compliance training across the spectrum in healthcare organizations.
- E. To analyze and respond to healthcare situations needing prompt response and corrective action.

IV. Course Learning Outcomes (Minimum of 3):

Upon completion of this course the students will be able to:

- A. identify the components of an effective compliance and ethics program.
- B. characterize the various roles and responsibilities for risk management in healthcare organizations.
- C. utilize and integrate information from health care websites to be informed about risk management issues.

V. Optional departmental/college requirements:

- A. None

VI. Course Content or Outline (Indicate number of class hours per unit or section):

- A. Overview—Focus on Risk Management (3 hours)
- B. History of Risk Management in the United States (3 hours)
- C. Creating a Culture of Ethics and Compliance (9 hours)
- D. Compliance Essential Elements—policies, procedures, and standard of conduct (9 hours)
- E. Comprehensive Risk Training and Assessment (9 hours)
- F. Laws, Regulations and Standards (9 hours)
- G. Prompt Response and Corrective Action—mitigating risk (3 hours)

Please Attach copy of class syllabus and schedule as an example

Signature: \_\_\_\_\_

Chair

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Dean

Date: \_\_\_\_\_



**SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873**

HA550: Healthcare Risk Management  
Offering TBD - Online

Professor: Sarah J. Holt, PhD  
Office Location: DH 280

Office Phone: 573-651-2960  
Office Hours: By appointment  
Website: Southeast's Moodle  
E-mail: sjholt@semo.edu

- I. **Catalog Description and Credit Hours of Course**  
A foundation of knowledge relating to the components of an effective risk management and ethics program in compliance with applicable laws and regulations. (3 credit hours)
- II. **Prerequisite(s):** HA300 or MG301 with a minimum grade of “C” or consent of department chair.
- III. **Global Course Objectives (specific content objectives provided at time of coverage)**
  - a. To relate the history of risk management in the United States to current health care issues.
  - b. To integrate and utilize information from health care websites as a resource to be informed about risk management issues.
  - c. To comprehend the components of an effective compliance and ethics program.
  - d. To distinguish the importance of regular compliance training across the spectrum in healthcare organizations.
  - e. To analyze and respond to healthcare situations needing prompt response and corrective action.
- IV. **Course Learning Outcomes**  
Upon completion of this course the students will be able to:
  - a. identify the components of an effective compliance and ethics program.
  - b. characterize the various roles and responsibilities for risk management in healthcare organizations.
  - c. utilize and integrate information from healthcare websites to address risk management issues.
- V. **Required Course Text**
  - a. TBD
  - b. Supplemental readings, provided on the course website.
- VI. **Grading Scale**  
Basis for evaluation
 

<u>Undergraduate</u> 90 – 100% = A 80 – 89.99% = B 70 – 79.99% = C 60 – 69.99% = D <60% = F	<u>Graduate</u> 90 – 100% = A 80 – 89.99% = B 70 – 79.99% = C <70% = F
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- VII. **Course Content (exact schedule TBD)**
  - a. Overview—Focus on Risk Management (3 hours)
  - b. History of Risk Management in the United States (3 hours)
  - c. Creating a Culture of Ethics and Compliance (9 hours)
  - d. Compliance Essential Elements—policies, procedures, and standard of conduct (9 hours)
  - e. Comprehensive Risk Training and Assessment (9 hours)

- f. Laws, Regulations and Standards (9 hours)
- g. Prompt Response and Corrective Action—mitigating risk (3 hours)

#### VIII. General Expectations and Policies

Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University's Policy on Academic Honesty. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the judicial system.

##### a. Course Communication

- i. The website is your first destination for course information, updates and changes for class times or assignments. As each of you has access to this site, I consider this a reliable way to contact you, and will therefore hold you responsible for any information announcements posted.
- ii. I welcome your questions, but you need to look for the answer yourself first. Chances are, the answer you seek is in the syllabus, this handbook, or the course announcements. If you still can't find it, or don't understand it, then let the questions fly!
- iii. The course hallway in the general course information section is an excellent area to post general questions about the class. Using this forum allows all of your classmates to benefit from your inquiry.
- iv. When sending me emails, please put your course number in the subject line. If you have not received a response within one (1) business day, please email me again, otherwise, please wait for a response. I will use your SE e-mail address when e-mailing you, so be sure to check this account often.

##### b. Attendance

- i. From the Undergraduate/Graduate Bulletins: "Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor's decision to provide, or not to provide, make-up work related to absences for any other reason. A student not present for class during the entire initial week of a scheduled course may be removed from the course roster unless the student notifies the instructor by the end of the first week of an intention to attend the class. Questions regarding the removal process should be directed to the Registrar."
- ii. While the attendance policy verbatim is not applicable in an online environment, its general guidelines still apply. I expect you to be an active participant in the class, through completion of assignments, discussions and reading quizzes. Your grade will reflect your effort.
- iii. Late discussion posts and assignments will not be accepted except in cases of emergency or approved university absence.

##### c. Academic Honesty

- i. You are responsible for being familiar with the university standard for academic honesty and plagiarism. In order to deter and detect plagiarism, online tools and other resources are used in this class.
- ii. From the Undergraduate/Graduate Bulletins: "Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty." Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the STUDENT HANDBOOK. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes:
  - 1. **Plagiarism.** In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult the instructor or the APA (American Psychological Association) Publication Manual. Violations of academic honesty include:
    - a. Presenting the exact words of a source without quotation marks;

- b. Using another student's computer source code or algorithm or copying a laboratory report; or
- c. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.
- 2. **Cheating.** Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:
  - a. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination.
  - b. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
  - c. Works in a group when she/he has been told to work individually;
  - d. Uses unauthorized reference material during an examination; or
  - e. Have someone else take an examination or takes the examination for another.
- iii. Any submitted assignment may be analyzed utilizing Turnitin.com with ultimate determination of plagiarism residing with instructor.
- iv. Any student caught cheating will automatically receive an F for the assignment and may be referred for Judicial Action as defined in the Undergraduate/Graduate Bulletins.
- d. **Civility and Harassment**
  - i. While I encourage each student to express his/her individual beliefs on the topic being discussed, an environment must be maintained that promotes mutual respect between students and instructor. To that end, any student displaying inappropriate behavior will be removed from the class and may be reported to Judicial Affairs. Inappropriate behavior includes, but is not limited to, the following:
    - 1. Unsuitable, threatening, abusive or vulgar language;
    - 2. Willful disregard of instructor requests; or
    - 3. Written or verbal threats or intimidation.
- e. **Disability Services**
  - i. Southeast Missouri State University and Learning Assistance Programs & Disability Support Services remain committed to making every possible educational accommodation for students with disabilities. Many services and accommodations, which aid a student's educational experience, are available for students with various types of disabilities.
  - ii. Any student who believes that they may need an academic accommodation based on the impact of a disability should contact the instructor to arrange an appointment to discuss their individual needs. Instructors rely on Disability Support Services for assistance in verifying the need for academic accommodations and developing accommodation strategies. Students that have not already registered with Disability Support Services as a student with a disability will be encouraged to do so. For the guidelines on how to register as a student with a disability, please go visit Disability Services at: <http://www6.semo.edu/lapdss/disability/How%20to%20Register.htm>
- f. **Privacy Information**
  - i. The privacy policy for this website used in my course can be found below using the hyperlink included:
    - 1. [YouTube \(https://www.youtube.com/static?template=privacy\\_guidelines\)](https://www.youtube.com/static?template=privacy_guidelines)

Questions, comments or requests regarding this course or program should be brought to me. Unanswered questions or unresolved issues involving this class may be taken to Dr. Kevin Dickson, Interim Chair of the Management and Marketing Department, 573-651-2924.

I reserve the right to modify the course syllabus, handbook or schedule at my discretion. Notice through standard communication channels will be given in the event of a change. No changes will be made that penalize assignments already completed.