

### HIM 510 Module Six Short Paper Guidelines and Rubric

**Overview:** Congratulations! You have been promoted, upon your manager’s retirement, to the suddenly vacant position of director of health information management. But, with a new title come new responsibilities. One of the first you assumed was chairing the EHR evaluation committee, which was set up to determine how well the recent implementation of the new EHR system is going. An interim report is due soon.

**Prompt:** This report deals with compliance with healthcare standards. Your job now is to develop a planning document to organize the evaluation and report the results. Follow the steps below:

1. Conduct independent research to ensure that your committee is basing its evaluation on current regulations and requirements, including HIPAA, CMS Meaningful Use, Joint Commission Standards, and AHIMA Code of Ethics. (This is important in a rapidly changing field like HIM.) Be sure to make notes for any quotations and for your in-text citations and references.
2. Create a list of questions to be answered and/or items to be checked and evaluated. This should be as comprehensive as possible; your questions need to center on the concept of healthcare standards. From your list, distill three to five major areas for analysis and evaluation. Group your questions and items under those major headings for this planning document.
3. Propose a general structure for the results of the evaluation. This is a little tricky as you have not yet actually asked and answered your questions and made your evaluation, so consider it a rough draft for now.

#### Rubric

**Guidelines for Submission:** Your paper should be a 1- to 2-page (not including references) Microsoft Word document with double spacing, 12-point Times New Roman font, one-inch margins, and APA-formatted citations for all sources used.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
<b>Identification of Current Regulations and Requirements</b>	Meets “Proficient” criteria and includes references to external sources	Accurately identifies all key current regulations and requirements pertaining to healthcare standards	Identifies some current regulations and requirements pertaining to healthcare standards	Does not identify current regulations and requirements pertaining to healthcare standards	30
<b>Organization of Questions Into Areas of Inquiry</b>	Meets “Proficient” criteria and includes references to external sources	Identifies valid areas of inquiry and logically organizes all questions and items for investigation into them	Identifies areas of inquiry and organizes all questions and items for investigation into them, although the logic of the structure may not be clear	Does not organize questions into areas of inquiry or does not present questions/items for investigation	30
<b>General Structure for Reporting Results</b>	Meets “Proficient” criteria and includes references to external sources	Creates a logical, well-conceived structure for reporting results on healthcare standards	Creates a structure for reporting results on healthcare standards, although its logic may not be clear	Does not provide a structure for reporting results	30

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Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
<b>Writing (Mechanics/Citations)</b>	Includes no errors related to organization, grammar and style, and APA citations	Includes minor errors related to organization, grammar and style, and APA citations	Includes some errors related to organization, grammar and style, and APA citations, but errors do not impede understanding	Includes major errors related to organization, grammar and style, and APA citations that impede understanding of the submission	10
<b>Total</b>					<b>100%</b>