



HIM 510 Module Three Short Paper Guidelines and Rubric

Overview: You are settling into your new position at Mercy Vale by now, but just as you are beginning to feel confident about your responsibilities, things change. The Centers for Medicare and Medicaid Services (CMS) has just issued new regulations that will drive change in how clinical and administrative information is exchanged between patients, providers, and payers, and will support more efficient care coordination. It will require or encourage payers to implement application programming interfaces (APIs) to improve the electronic exchange of healthcare data—sharing information with patients or exchanging information between a payer and provider or between two payers.

Prompt: Write this paper as a memo to your supervisor, the HIM director, demonstrating that you fully grasp the implication of this change and the steps you will take to address it. In your paper, be sure to include the following:

- Statement of the change: What exactly is required or recommended in the new regulation?
- Clarification of role: What will your role be in this change?
- Statement of concerns: What concerns do you have about implementing the change? What are the potential benefits and consequences of submitting the required information to Medicare while your vendor is making the changes?
- List of questions: What questions will you address to successfully complete the implementation? What clarification do you need from CMS, your IT department, and your EHR vendor?
- Evaluate the change: How will you evaluate the success of your implementation? What measures will you assess?

Rubric

Guidelines for Submission: Your memo should be a 1- to 3-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
Statement of Problem	Meets “Proficient” criteria and includes detail that demonstrates a full grasp of the problem	States the problem clearly and concisely	States the problem but may not fully define it	Does not address the problem	10
Clarification of Role	Meets “Proficient” criteria and provides specific, concrete examples	Clarifies own role, including all key tasks that need to be accomplished	Clarifies own role, including some of the key tasks that need to be accomplished	Does not clarify own role	10
Statement of Concerns	Meets “Proficient” criteria and provides specific, concrete examples	Describes in full the concerns that an HIM professional should have in this situation	Describes in part the concerns that an HIM professional should have in this situation	Does not describe the concerns that an HIM professional should have in this situation	25

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Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
List of Questions	Meets "Proficient" criteria and also considers nuances that might be easily overlooked	Creates a list of questions to address the implementation and the specific clarification needed from CMS, the vendor, and the IT department, touching on all key aspects of the changes to be implemented	Creates a list of questions to address the implementation and the specific clarification needed from CMS, the vendor, and the IT department, touching on some key aspects of the changes to be implemented	Does not create a list of questions to address the implementation and the specific clarification needed from CMS, the vendor, and the IT department	25
Evaluation of the Change	Meets "Proficient" criteria and also considers nuances that might be easily overlooked	Creates a complete plan for evaluating the implementation's success	Creates a plan for evaluating the implementation's success that may not reliably ascertain if it will work successfully	Does not create a complete plan for evaluating the implementation's success	20
Writing (Mechanics/Citations)	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
Total					100%