

HIM 510 Module Two Short Paper Guidelines and Rubric

Overview: You have recently joined the HIM department at Mercy Vale Medical Center. This particular institution has struggled lately with patient safety issues, regulatory violations, and, to make matters worse, financial struggles. Still, you are excited about this new opportunity and eager to make a difference. You are starting to realize how many problems need to be addressed. For example, as an HIM professional, you are concerned about the accuracy of coding procedures for reimbursement from Medicare.

One thing you see is a lack of understanding about AHIMA’s Code of Ethics, as well as business ethics, and how they need to be considered in everyday practice. You are not sure how well your staff understands the need for a culture of diversity and cultural competence, either. You decide to put your thoughts down, hoping your boss may ultimately publish them to your workgroup.

Prompt: In a memo, propose a brief framework comprising the top five ethical and business values, principles, and guidelines that Mercy Vale Medical Center employees should adhere to in everyday practice. Incorporate AHIMA’s position on leadership and its Code of Ethics. Provide examples of areas in which Mercy Vale’s business ethics have diverged from or align with AHIMA’s Code of Ethics. Rely on the assigned resources for a solid understanding of these concepts, and draw from them—using in-text citations and a reference list in APA style—to support your perspectives.

Address the following in your memo:

- Explanation of AHIMA’s Code of Ethics
- Explanation of top five Mercy Vale Medical Center ethical and business values, principles, and guidelines
- Examples of areas of agreement and areas of divergence in comparing AHIMA’s Code of Ethics and business ethics
- Discussion of how an HIM professional can integrate ethical leadership in daily practice
- Explanation of ways an HIM leader can foster a “culture of diversity” and cultural competence
- Appropriate tone to address staff and colleagues in a healthcare setting

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
Explanation of AHIMA’s Code of Ethics	Meets “Proficient” criteria and provides specific, concrete examples	Accurately summarizes key elements in AHIMA’s Code of Ethics, citing sources appropriately	Summarizes key elements in AHIMA’s Code of Ethics without reference to sources	Does not summarize AHIMA’s Code of Ethics	15

Southern New Hampshire University

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
Discussion of Business Ethics	Meets “Proficient” criteria and provides specific, concrete examples	Discusses key elements of business ethics, citing sources as appropriate	Discusses key elements of business ethics without reference to sources	Does not discuss business ethics	15
Alignment With and Divergence From AHIMA’s Code of Ethics	Meets “Proficient” criteria and provides specific, concrete examples	Provides examples of areas of alignment between the two sets of principles, as well as any areas where they diverge	Discusses only most obvious areas of alignment	Does not address areas of alignment or divergence	20
Ethical Leadership	Meets “Proficient” criteria and provides specific, concrete examples	States one or more ways for HIM professionals to integrate both leadership and ethics at work	Alludes to, but does not clearly explain, how an HIM professional can integrate leadership and ethics at work	Does not address how an HIM professional can integrate leadership and ethics at work	15
Consideration of Culture of Diversity and Cultural Competence	Meets “Proficient” criteria and provides specific, concrete examples	States one or more ways for HIM professionals to foster a culture of diversity and a sense of cultural competence	Alludes to, but does not clearly explain, how an HIM professional can foster a culture of diversity and a sense of cultural competence	Does not address how an HIM professional can foster a culture of diversity and a sense of cultural competence	15
Appropriate Tone for Communication to Staff and Colleagues	Meets “Proficient” criteria and sensitively acknowledges issues to be addressed	Addresses HIM colleagues in respectful and informative manner	Addresses HIM colleagues in a manner that may not convey respect and/or information	Does not address HIM colleagues respectfully or informatively	10
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%