

**UNIVERSITY OF THE CUMBERLANDS**  
**ITS 833 – INFORMATION GOVERNANCE**  
**FALL 2018 – IG - BI-TERM**  
**SEMESTER PROJECT – PHASE II-PART 1**  
**PREPATORY WORK FOR RESIDENCY WEEKEND**  
**INDIVIDUAL GRADING COMPONENT**

Please review the description of the organization that is the subject of your semester project. The description of that organization, CITY GENERAL HOSPITAL, is described in the instructions for Phase I that you have already completed.

1. This phase will involve performing a records inventory. The organization is far too large to undertake a records inventory for the entire hospital. You will need to make a determination of which three (3) departments or functional areas you will begin with for your records inventory, whether that be (a) in-patient resident service/treatment records department (b) out-patient treatment/service records department, (b) patient insurance, (c) facilities, structures and grounds maintenance (d) Human resources for support staff (e) Contract/Legal Department in charge of medical provider contracts (f) Information technology, (g) Pharmacy, (h) Marketing (i) Accounting – accounts receivable (j) Accounting – Accounts Payable, (k) Continuing Education for Medical Support Staff (L) Janitorial (M) Accounting General (N) Purchasing for surgical equipment and supplies (O) Purchasing for non-surgical equipment and supplies, (P) Food Services, (Q) Security, (R) Payroll for both medical, medical support, and nonmedical support staff, (S) Emergency/Trauma Department, or other departmental units of the organization.
2. Once you have made that determination, decide which of the managers/personnel previously identified that you will need to contact/interview and work with in order to complete the records inventory for the functional area that your group has selected. It will most likely include more than one of the personnel/departments listed in your company description. As project manager you have decided that you will ultimately collect information using a two-step approach where you first send out survey questions and then once you have received the responses you will follow up by conducting interviews.
  - (a) Identify three departments or functional areas of the CITY GENERAL HOSPITAL that you intend to focus on for your records inventory.
  - (b) Identify which of department(s)/areas/units that you will need to survey and subsequently interview, depending on which one of the three functional areas you have decided to focus your attention on.
  - (c) For the functional area that you have selected you want to be able to speak intelligently to the knowledge personnel within that department and ask appropriate and relevant questions. Therefore, you need to do some preparation and brainstorming before making contact with the departments/units that you have identified as essential.

To that end, identify (using diagram, table, hierarchy chart, taxonomy, or other form that is most descriptive) the “record types” that you expect are created and maintained in each of the three (3) departments/areas/units that you have decided to focus on. Use descriptive names for each record type and tell the type of information that would be retained in each record type. This can be as specific as creating a taxonomy for the record if you should decide to do so (see Appendix A in your text book), or you may conduct research and determine what other structure would be appropriate in order to convey this information. The most effective way to convey this information to me would be in the form of a table that identifies the Record Type, Responsible Department, and the Event that triggers the creation of each record type. *[For example, if we were dealing with a financial services organization (WHICH WE ARE NOT, I am only using this unrelated example to give you an idea of what I want you to do), an example of a record type that your loan department might keep would be a Mortgage Loan Record that would include things like information about the loan itself, including but not limited to things like its number, type of mortgage (commercial or residential), term (fixed in months or open ended revolving, or other) date loan was made, date loan will mature, Monthly payment amount, interest rate, type of interest (fixed or variable rate and if variable within what range), amortization scheduled to show the amount of each payment that is attributed to principal, interest, and escrow if applicable, residential address of property covered by the mortgage, copy of the deed, recording information for deed and mortgage, information about the borrower and co-borrower, like their name, address, annual income, payment history, credit score, name and address of insurance provider, etc.....so much more but you get the idea. ion [Another example: You will find a record type used on page 172 of your text book to describe a workers’ compensation insurance company’s accident/injury report as part of its record retention schedule.]*

This component of PHASE II is referred to as PHASE II-1. You must complete this before residency weekend so you will be adequately prepared for residency weekend.

**YOUR SUBMISSION:** This paper, your submission of same, will be used as preliminary work for the group research project that you will work on during residency weekend during October 19, 20 and 21, 2018. Phase II will be worth a total of 30% of your grade. A portion of it will be a group grade in that each student that makes up your team or group will receive the same grade for group submission. However, this is a portion of Phase II and is identified separately as Phase II-1 that is an independent submission. This is worth 10% or 10 points of the total 30% for Phase II. This paper will be submitted using the appropriate link in the SEMESTER RESEARCH PROJECT folder in the CONTENT folder. You must submit this assignment no later than 11:30 p.m. on Thursday night, October 18, 2018 using the appropriate link. The paper will be written in narrative form. What I mean by this is that undoubtedly you will have tables, diagrams, lists or other illustrations. But the PAPER describing the illustrative work is required to be written in narrative form. Include citations for all sources you may have used.

Your paper should have a 1-in margin on top, bottom, left and right margins. The paper should be double spaced. Use a cover page with a title, and your name and student id. Each page should have a page number in the bottom right margin. your conclusion as to why one alternative

was selected over another. You MUST cite the sources for your research any time you make reference to your research, whether that be through direct quotations or in summary.

The paper MUST be submitted using the link contained in the CONTENT section of iLearn. It will not be accepted via email to me.

Each question or instruction above has a different point value. Please make it easier for me to locate and grade each question by identifying which question that you are responding to at the beginning of that section of your paper.

PHASE II OF YOUR SEMESTER PROJECT IS DUE NO LATER THAN THURSDAY, OCTOBER 18, 2018 AT 11:30 P.M. IT WILL NOT BE ACCEPTED LATE.