



MAST 1010 Legal and Ethical Concerns in the Medical Office COURSE SYLLABUS Online Semester 2017

Semester: Fall 2017

Course Title: Legal/Ethical Concerns in the Med. Office

Course Number: MAST 1010

Credit Hours/ Minutes: 2/1500

Class Location: GVTC/Blackboard

Class Meets: Via Internet / 15 wks

CRN: 20231

Preferred method of contact: Email is preferred method

Instructor: Stephannie Waters, BAS, CMA (AAMA)

Office Hours: M-Th 2:00-5:30

Office Location: Room 731, Gillis Building

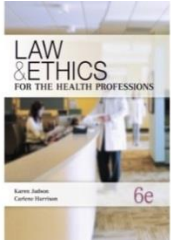
Email Address: swaters@southeasterntech.edu

Phone: 912-538-3195

Fax Number: 912-538-3106

Tutoring Hours: By appointment only

REQUIRED TEXT: Law & Ethics for the Health Professions, 6th ed. by McGraw Hill
ISBN# 9780073374710



REQUIRED SUPPLIES & SOFTWARE:

Computer/Software/Hardware Requirements:

- A. Internet access- Internet Explorer 7 or higher or Mozilla Firefox 2.0 or higher
- B. Microsoft Word
- C. Adobe Acrobat Reader
- D. Printing capabilities

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION: Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

MAJOR COURSE COMPETENCIES:

1. Introduction to Medical Law for the Medical Assistant
2. Physician/Patient/Assistant Relationship
3. Ethical Considerations
4. Bio-Ethical Issues

PREREQUISITE(S): Program admission.

COURSE OUTLINE:

Introduction to Medical Law for the Medical Assistant

1. Differentiate between scope of practice and standards of care for medical assistants. (X.C.1)
2. Locate a state's legal scope of practice for medical assistants. (X.P.1)
3. Compare and contrast provider and medical assistant roles in terms of standard of care (X.C.2)
4. Describe components of the Health Insurance Portability and Accountability Act (HIPAA) (X.C.3)
5. Apply HIPAA rules in regard to : a. privacy, b. release of information (X.P.2)
6. Summarize the Patient Bill of Rights. (X.C.4)
7. Apply the Patient's Bill of Rights as it relates to: a. choice of treatment, b. consent for treatment, c. refusal of treatment. (X.P.4)
8. Discuss licensure and certification as they apply to healthcare providers. (X.C.5)
9. Describe the following types of insurance: a. liability, b. professional (malpractice) c. personal injury (X.C.8)
10. Compare criminal law and civil law (eg. Tort law) as they apply to the practicing medical assistant. (X.C.6)
11. Define a. negligence, b. malpractice, c. statute of limitations, d. Good Samaritan Act(s) e. Uniform Anatomical Gift Act (PSDA) f. living will/advanced directives, g. medical durable power of attorney (DPOA), h. Patient Self Determination Act (PSDA) i. risk management (X.C.7)
12. Identify: a. Health Information Technology for Economic and Clinical Health (HITECH) Act, b. Genetic Information Nondiscrimination Act of 2008 (GINA), c. Americans with Disabilities Act Amendments Act (ADAAA). (X.C.10)
13. Protect the integrity of the medical record. (X.A.2)
14. Define the following medical legal terms: a. informed consent, b. implied consent, c. expressed consent, d. patient incompetence, e. emancipated minor, f. mature minor, g. subpoena duces tecum, h. respondeat superior, i. res ipsa loquitor, j. locum tenens, k. defendant-plaintiff, l. deposition, m. arbitration-mediation, n. Good Samaritan Laws. (X.C.13)
15. Describe compliance with public health statutes: a. communicable diseases, b. abuse, neglect, and exploitation, c. wounds of violence. (X.C.12)
16. Perform compliance reporting based on public health statutes. (X.P.5)
17. Describe the ownership and apply the legal doctrine of privileged communication to the contents of the medical record.

Physician/Patient/Assistant Relationship

1. Define the physician/patient/assistant relationship regarding initiation and termination.
2. Display sensitivity to patient rights. (X.A.1)
3. Display awareness of the consequences of not working within the legal scope of practice.

Ethical Considerations

1. Define: a. ethics, b. morals. (XI.C.1)
2. Differentiate between personal and professional ethics. (XI.C.2)
3. Demonstrate appropriate response(s) to ethical issues. (XI.P.2)
4. Describe the process in compliance reporting: a. unsafe activities, b. errors in patient care, c. conflicts of interest. (X.C.11a,b,c)
5. Identify the effect of personal morals on professional performance. (XI.C.3)
6. Develop a plan for separation of personal and professional ethics. (XI.P.1)
7. Recognize the impact personal ethics and morals have on the delivery of healthcare. (XI.A.1)
8. Report an illegal activity in the healthcare setting following proper protocol. (X.P.6)

Bio-Ethical Issues

1. Characterize pertinent bio-ethical issues.
2. Compare and contrast arguments regarding abortions.

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Online): Students are required to post an introduction of him/her-self within the first three days of class. Each week students are required to participate in a discussion board or submit an article summary as well as take a chapter test. Students are required to complete a research paper with a minimum of 300 words and students are required to take a proctored exam.

A final unit test average of 75 or above is required to sit for the final exam. Students who meet this requirement must take the final exam. Failure to do so will result in a grade of zero for the exam. Due date for the final exam are located in the lesson plan portion of this syllabus. No make ups will be allowed.

No assignment opportunities will be given for extra credit. Any test grade will be entered is to the nearest 10th. No scores will be rounded up or down. This rule applies to every grade issued during the semester.

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Wednesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Tuesday March 22nd between the hours of 3:00 and 5:00 in room 735 of the Gillis Building and Swainsboro Campus, Wednesday March 23rd between the hours of 3:00 and 5:00 in building 8, room 8166.

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): If a student misses an exam, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor **on or before the day of the exam**) will be allowed to take a makeup exam, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion.

Assignment due dates are listed on the attached lesson schedule. Students are expected to have the assignment completed on the date that it is due. It is within the instructor's discretion to accept or reject late assignments. Any late assignments accepted will be subject to a ten point penalty each day the assignment is late.

Any zeros recorded will be included in the final score calculation.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin;

with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Tests	35%
Articles/Paper	10%
Discussion Board	10%
Proctored Event	20%
Work Ethics Assess.	5%
Final Exam	20%
	100%

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

TCSG GUARANTEE/WARRANTY

STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirements

Cognitive (Knowledge Base) X.C Legal Implications	Psychomotor (Skills) X.P Legal Implications	Affective (Behavior) X.A Legal Implications
<ol style="list-style-type: none"> 1. Differentiate between scope of practice and standards of care for medical assistants. 2. Compare and contrast provider and medical assistant roles in terms of standard of care. 3. Describe components of the Health Insurance Portability & Accountability Act (HIPAA) 4. Summarize the Patient Bill of Rights. 5. Discuss licensure and certification as they apply to healthcare providers. 6. Compare criminal and civil law as they apply to the practicing medical assistant 7. Define <ol style="list-style-type: none"> a. Negligence b. Malpractice c. Statute of Limitations d. Good Samaritan Act(s) e. Uniform Anatomical Gift Act f. Living will/Advanced directives g. Medical durable power of attorney h. Patient Self Determination Act (PSDA) 8. Describe the following types of insurance: <ol style="list-style-type: none"> a. Liability b. Professional (malpractice) c. Personal injury 9. 10. Identify: <ol style="list-style-type: none"> a. Health Information Technology for Economic and Clinical Health (HITECH) Act b. Genetic Information Nondiscrimination Act of 2008 (GINA) c. Americans with Disabilities Act Amendments Act (ADAAA) 11. Describe the process in compliance reporting: <ol style="list-style-type: none"> a. Unsafe activities b. Errors in patient care c. Conflicts of interest d. 12. Describe compliance with public health statutes: <ol style="list-style-type: none"> a. Communicable diseases b. Abuse, neglect, and exploitation c. Wounds of violence 13. Define the following medical legal terms: 	<ol style="list-style-type: none"> 1. Locate a state's legal scope of practice for medical assistants. 2. Apply HIPAA rules in regard to: <ol style="list-style-type: none"> a. Privacy b. Release of information 3. 4. Apply the Patient's Bill of Rights as it relates to: <ol style="list-style-type: none"> a. Choice of treatment b. Consent for treatment c. Refusal of treatment 5. Perform compliance reporting based on public health statutes 6. Report an illegal activity in the healthcare setting following proper protocol 7. 	<ol style="list-style-type: none"> 1. Demonstrate sensitivity to patient rights 2. Protect the integrity of the medical record.

d. Informed consent e. Implied consent f. Expressed consent g. Patient incompetence h. Emancipated minor i. Mature minor j. Subpoena duces tecum k. Respondent superior l. Res ipsa loquitor m. Locum tenens n. Defendant-plaintiff o. Deposition p. Arbitration-mediation q. Good Samaritan laws		
Cognitive (Knowledge Base) XI.C Ethical Considerations	Psychomotor (Skills) XI.P Ethical Considerations	Affective (Behavior) XI.A Ethical Considerations
1. Define: a. Ethics b. morals 2. Differentiate between personal and professional ethics 3. Identify the effect of personal morals on professional performance	1. Develop a plan for separation of personal and professional ethics 2. Demonstrate appropriate response(s) to ethical issues.	1. Recognize the impact personal ethics and morals have on the delivery of healthcare

MAST 1010 Legal and Ethical Concerns in the Medical Office Fall Semester 2016 Lesson Plan **Subject to Change** ALL WEEKS BEGIN ON WEDNESDAY AT 8:00 AM AND END ON THE FOLLOWING WEDNESDAY AT 11:59 PM UNLESS OTHERWISE NOTED			
Date	Chap / Less	Content	Comp Area
Aug 15-17 (M-W)	Pre-Class Assignment	To Do: <ul style="list-style-type: none"> • Read Academic Dishonesty, Attendance Policy, and Online Course Orientation located under the Getting Started link. • Read Course Syllabus/lesson plan located under the Lessons link. • Email the Summer Semester STC Policy and Procedures Acknowledgement form to instructor, located Getting Started link. • Post Pledge of Understanding in the Getting Started/Start Here link. • Post a brief introduction of yourself in the Course Work/Start Here link. All assignments are due by Wednesday August 17 at 11:59 pm.	
Aug 17-24	Ch. 1 Week 1	<ul style="list-style-type: none"> • Read Chapter 1: Introduction to Law and Ethics • View the PowerPoint slides for chapter 1 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Complete Discussion Board Topic #1. • Take test 1 over chapter 1 All assignments are due by Wednesday August 24 at 11:59 pm.	CC: 1, 2, 3, 4 GC: a,c,d
Aug 24-31	Ch. 2 Week 2	To Do: <ul style="list-style-type: none"> • Read Chapter 2: Making Ethical Decisions • View the PowerPoint slides for chapter 3 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Turn in Article 1 via the designated drop box Take test 2 over chapter 2 All assignments are due by Wednesday August 31 at 11:59 pm.	CC: 1, 2, 3, 4 GC: a,c,d

Aug 31 – Sept 7	Ch. 3 Week 3	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 3: Working in Health Care • View the PowerPoint slides for chapter 3 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Complete the Discussion Board Topic #2 • Take test 3 over Chapter 3 <p>All assignments are due by Wednesday September 7 at 11:59 pm</p>	<p>CC: 1, 2, 3, 4 GC: a,c,d</p>
Sept 7-14	Ch. 4 Week 4	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 4: Law, The Courts, and Contracts • View the PowerPoint slides for chapter 4 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Turn in Article 2 via the designated drop box • Email research paper topic to instructor • Take test 4 over Chapter 4 <p>All Week 4 assignments are due Wednesday September 14 at 11:59 pm</p>	<p>CC: 1, 2, 3, 4 GC: a,c,d</p>
Sept 14-21	Ch. 5 Week 5	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 5: Professional Liability and Medical Malpractice • View the PowerPoint slides for chapter 5 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Complete Discussion Board Topic #3 • Take test 5 over Chapters 5 <p>All Week 5 assignments are due Wednesday September 21 at 11:59 pm.</p>	<p>CC: 1, 2, 3, 4 GC: a,c,d</p>
Sept 21-28	Ch. 6 Week 6	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 6: Defenses to Liability Suits • View the PowerPoint for chapter 6 • Complete the learning objectives and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Turn in Article 3 under the designated drop box • Take test 6 over chapter 6 <p>All Week 6 assignments are due Wednesday September 28 at 11:59 pm.</p>	<p>CC: 1, 2, 3, 4 GC: a,c,d</p>
Sept 28 - Oct 5	Ch. 7 Week 7	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 7: Medical Records and Informed Consent • View PowerPoint slides for chapter 7 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Complete the Discussion Board Topic #4 • Take test 7 over Chapter 7 <p>Assignments for Week 7 due Wednesday October 5 at 11:59 pm.</p>	<p>CC: 1, 2, 3, 4 GC: a,c,d</p>
Oct 5-12	Ch. 8 Week 8	<p>To Do</p> <ul style="list-style-type: none"> • Read Chapter 8: Privacy Law and HIPAA • View the PowerPoint slides for chapter 8 • Complete the learning outcomes and chapter review questions found at the beginning and end of each chapter. These are not for a grade but for you to use as a study guide for the test. • Turn in Article 4 under the designated drop box • Take test 8 over Chapter 8 <p>Assignments for Week 8 due by Wednesday October 12 at 11:59 pm.</p>	<p>CC: 1, 2, 3, 4 GC: a,c,d</p>

Oct 12-19	Ch. 9 Week 9	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 9: Physician's Public Duties and Responsibilities • View the PowerPoint slides for chapter 9 • Complete the learning outcomes and chapter review questions found at the beginning and end of each chapter. These are not for a grade but for you to use as a study guide for the test. • Complete Discussion Board Topic #5 • Take test 9 over Chapter 9 • Sign up for your date and time to take the Proctored Exam. <p>Assignments for Week 9 due Wednesday October 19 at 11:59 pm.</p>	CC: 1, 2, 3, 4 GC: a,c,d
Oct 19-26	Ch. 10 Week 10	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 10: Workplace Legalities • View the PowerPoint slides for chapter 10 • Complete the learning outcomes and chapter review questions found at the beginning and end of each chapter. These are not for a grade but for you to use as a study guide for the test. • Take the Proctored Event Test (Ch. 10) in person. It will be administered on Monday October 24 from 3:00-5:00 on the Vidalia campus in room 735 of the Gillis building and on Tuesday October 25 from 3:00 and 5:00 p.m. on the Swainsboro campus in room 8166 (Mrs. Brown's classroom). You choose which day and location works best for you. • Don't forget to email me your topic for your research paper this week!! <p>Assignments for Week 10 are due by Wednesday October 26 at 11:59 pm (except for the Proctored Exam)</p>	CC: 1, 2, 3, 4 GC: a,c,d
Oct 26 – Nov 2	Ch. 11 Week 11	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 11: The Beginning of Life and Childhood • View the PowerPoint slides for Chapter 11 • Complete the learning outcomes and chapter review questions found at the beginning and end of each chapter. These are not for a grade but for you to use as a study guide for the test. • Turn in Article 5 via the designated drop box • Take test 11 over Chapter 11 <p>Assignments for Week 11 are due by Wednesday November 2 at 11:59 pm.</p>	CC: 1, 2, 3, 4 GC: a,c,d
Nov 2-9	Ch. 12 Week 12	<p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 12: Death and Dying • View the PowerPoint slides for Chapter 12 • Complete the learning outcomes and chapter review questions found at the beginning and end of each chapter. These are not for a grade but for you to use as a study guide for the test. • Take test 12 over Chapter 12 <p>Assignments for Week 12 are due by Wednesday November 9 at 11:59 pm.</p>	CC: 1, 2, 3, 4 GC: a,c,d
Nov 9-16	Research Paper Week 13	<p>To Do:</p> <ul style="list-style-type: none"> • Be sure to submit your Ethical Issues Research Paper via the drop box <p>Assignments for Week 13 are due by Wednesday November 16 at 11:59 pm.</p>	CC: 1, 2, 3, 4 GC: a,c,d
Nov 16-22 (W-Tues)	Work Ethics Assess. Week 14	<p>To Do:</p> <ul style="list-style-type: none"> • Take the Work Ethics Assessment <p>Assignments for Week 14 are due by Wednesday November 22 at 11:59 pm.</p>	CC: 1, 2, 3, 4 GC: a,c,d
Nov 28 –	FINAL EXAM	Take the final exam online posted under Week 15, date and time will be announced.	

Dec 1	Week 15		
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*** Competency Areas:**

1. Introduction to Medical Law for the Medical Assistant
2. Physician/Patient Relationship
3. Ethical Considerations
4. Bio-ethical Issues

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Program Discussion Rubric

<i>LEVELS OF ACHIEVEMENT</i>					
<i>Criteria</i>	<i>Exceptional</i>	<i>Proficient</i>	<i>Satisfactory</i>	<i>Poor</i>	<i>Unacceptable</i>
Grammar/Spelling Weight: 25%	100% No grammatical or spelling errors (25 Points)	90% Grammatical and spelling errors are few and cause no comprehension problems (22.5 Points)	70% Grammatical and spelling errors cause the reader to read and reread many parts of the post (17.5 Points)	50% Grammatical and spelling errors are frequent making post confusing to read and comprehend (12.5 Points)	0% Grammatical and spelling errors are so numerous the post is hard or impossible to comprehend (0 Points)
Posts & Word Count Weight: 25%	100% Posts early to allow time to read and/or publishes at least one original post and at least two replies; 100-125 words in main post (25%)	90% Posts early to allow others time to read and reply and/or publishes one post and two replies; 75-100 words in main post (22.5 Points)	70% Posts at the last minute without allowing enough time for others to read and reply and/or publishes one post and one reply 50-75 words in main post (17.5 Points)	50% Posts as the last minute without allowing enough time for others to read and reply and/or publishes one post and one reply: 25-50 words in main post (12.5 Points)	0% Publishes no post and or no replies (0 Points)
Critical Thinking Weight: 25%	100% Content provides a thorough frame of reference for comprehending a solution. An original solution is provided. (25 Points)	90% Content provides appropriate factual data but is not original or complete to solve the problem or topic (22.5 Points)	70% Content attempts to solve the problem or the topic is too vague or disorganized to completely comprehend the solution (17.5 Points)	50% Content is not a realistic solution to the problem or topic (12.5 Points)	0% Content fails to offer a conscientious solution to the problem or topic (0 Points)
Explanation Weight: 25%	100% All steps are covered an all questions are answered correctly (25 Points)	90% Most steps are covered and answered correctly (22.5Points)	70% Most steps are covered but not answered correctly (17.5 Points)	50% Less than half of the steps are covered and answered correctly (12.5 Points)	0% No steps are covered or answered (0 Points)

RESEARCH PAPER RUBRIC

PAPER SETUP 10% _____ points given	10 POINTS: All 4 Reqs. ____ Microsoft Word ____ Double spaced lines ____ 12" Times New Roman ____ 1" margins	7 POINTS: 3 Reqs ____ Microsoft Word ____ Double spaced lines ____ 12" Times New Roman ____ 1" margins	5 POINTS: 2 Reqs ____ Microsoft Word ____ Double spaced lines ____ 12" Times New Roman ____ 1" margins	2 POINTS: 1 Req ____ Microsoft Word ____ Double spaced lines ____ 12" Times New Roman ____ 1" margins
CONTENT 60% _____ points given	Up to 60 Pts: All 5 Reqs ____ Pros/Cons ____ Opinion ____ Legal/Ethical Implications ____ Effect on Job ____ Personally	Up to 50 Pts: 2-4 Reqs ____ Pros/Cons ____ Opinion ____ Legal/Ethical Implications ____ Effect on Job ____ Personally	Up to 40 Pts: 1 Req ____ Pros/Cons ____ Opinion ____ Legal/Ethical Implications ____ Effect on Job ____ Personally	Up to 30 Pts: No Reqs ____ Pros/Cons ____ Opinion ____ Legal/Ethical Implications ____ Effect on Job ____ Personally
LENGTH 10% _____ points given	10 POINTS _____ 500 or more	7 POINTS _____ 499 to 400 words	5 POINTS _____ 399 to 300 words	2 POINTS _____ 299 or less
GRAMMAR/SPELLING/PUNCTUATION 10% _____ points given	10 POINTS ____ 1-2 Grammar Errors ____ 1-2 Misspelled Words	7 POINTS ____ 3-6 Grammar Errors ____ 3-6 Misspelled Words	5 POINTS ____ 1-3 Punctuation Errors ____ 7-10 Grammar Errors ____ 7-10 Misspelled Words	2 POINTS ____ 3 or more Punctuation ____ 11 or more Grammar ____ 11 or more Misspelled
REFERENCE PAGE 10% _____ points given	10 POINTS 3 or more references cited in APA format on separate reference sheet	7 POINTS 2 references cited in APA format on separate reference sheet	5 POINTS 1 reference cited in APA format on separate reference sheet	2 POINTS References cited in another type of format or no reference page turned in

WORK ETHICS ASSESSMENT RUBRIC

CRITERIA	ACHIEVEMENT LEVEL				
	5 POINTS	4 POINTS	3 POINTS	2 POINTS	1POINT
Sentence Length and knowledge (50%)	Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in scenario	Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in scenario.	Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in scenario.	Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethics topic addressed in scenario.	Student's answer is less than 20 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario.
Spelling/Grammar and Sentence Structure (50%)	Student has no more than 1 error in spelling, punctuation, and grammar	Student has no more than 2 errors in spelling, punctuation, and grammar	Student has no more than 3 errors in spelling, punctuation, and grammar	Student has no more than 4 errors in spelling, punctuation, and grammar	Student has 5 or more errors in spelling, punctuation, and grammar