



TENTATIVE SYLLABUS

MAST 1010 Legal & Ethical Concerns in the Medical Office COURSE SYLLABUS Fall Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 4/6750
Campus/Class Location: Swainsboro Campus/Building 8 Room 8166
Class Meets: M/W 1:00-1:50 pm
Course Reference Number (CRN): 20243

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kimberly Brown, BSHS, CMA(AAMA)
Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)
Campus/Office Location: Swainsboro Campus Room 8168
Office Hours: M-R 2:30-5:30
Phone: (478) 289-2243
Fax Number: (478) 289-2336
Tutoring Hours (if applicable): By appointment only.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Law & Ethics for the Health Professions 8th ed. – Judson - McGraw-Hill Publishing
International Standard Book Number (ISBN): 9781260064186 (Digital Textbook and Connect Access)

REQUIRED SUPPLIES & SOFTWARE

Notebook/Binder
Pens
Pencils – Do NOT come to class without a pencil!
Highlighters
Index Cards
McGraw Hill Connect Access

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course 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, 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

Southeastern Technical College 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

Students are required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the *STC Online Catalog and Handbook*. STC Catalog and Student Handbook Related Policies and Procedures are found online at: <http://www.southeasterntech.edu>

Students are expected to complete all reading, tests, and daily assignments by the specified date. This includes tests, quizzes, workbooks, and any special projects assigned by the instructor throughout the course. *A final unit test average of 75 is required to sit for the final exam. Grades of 74.9 will not be rounded up. If you have below a 75 average, you will receive a "0" for your final test grade.*

Students must satisfactorily complete each skill competency area successfully. Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall grade average) and a final grade of "WF" or "F". Students will be given three (3) opportunities to demonstrate each skill competency.

Critical thinking is also a necessary part of the learning process in this course. The student is expected to complete all critical thinking assignments prior to class. Situations will be included on tests in order to test critical thinking ability.

The use of proper grammar, correct spelling, and writing principles is expected in all work. Full credit will not be granted for work that contains grammar or spelling errors.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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.

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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" or "WF" for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal

procedure outlined above.

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 assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

No make-up exams are allowed without a physician's excuse that must be provided to the instructor within three (3) days of the absence. If an exam is missed, the student will be allowed to take the exam during one hour at the end of the semester (date to be scheduled by the instructor). There will be no exceptions to this policy. If you are absent or late on the day a chapter quiz is given, you will receive a "0" for that grade. **LOWEST EXAM GRADES ARE NOT DROPPED.**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Tests	40%
Current Events	10%
Ethical Issues Research Paper	20%
Connect Exercises	5%
WE Assessment	5%
Final Exam	20%

GRADING SCALE

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

CORE CURRICULUM

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 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 12. Describe compliance with public 	<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 	<ol style="list-style-type: none"> 1. Demonstrate sensitivity to patient rights 2. Protect the integrity of the medical record.

Cognitive (Knowledge Base) X.C Legal Implications	Psychomotor (Skills) X.P Legal Implications	Affective (Behavior) X.A Legal Implications
<p>health statutes:</p> <ul style="list-style-type: none"> a. Communicable diseases b. Abuse, neglect, and exploitation c. Wounds of violence <p>13. Define the following medical legal terms:</p> <ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 1. Define: <ul style="list-style-type: none"> a. Ethics b. morals 2. Differentiate between personal and professional ethics 3. Identify the effect of personal morals on professional performance 	<ul style="list-style-type: none"> 1. Develop a plan for separation of personal and professional ethics 2. Demonstrate appropriate response(s) to ethical issues. 	<ul style="list-style-type: none"> 1. Recognize the impact personal ethics and morals have on the delivery of healthcare

MAST 1010 Legal & Ethical Concerns in the Medical Office Fall Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
08/13		First Day of Class <ul style="list-style-type: none"> • Introduction to Course • Syllabi, Outline, Rules, & Regulations • Completion of Forms • Connect 	Begin reading Chapter 1 Complete Connect Assignments	
08/15	Chapter 1	Chapter 1: Introduction to Law & Ethics Instructions for Research Paper	Complete Learning Outcomes and Chapter Review Questions Research Paper Topic due Monday 08/20 Complete Connect exercises Read Chapters 2	1,3 a,c
08/20	Chapter 2	Chapter 2: Making Ethical Decisions Begin working on Current Event Article #1 due 08/27/18.	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Study for Test 1 Chapters 1-3 Read Chapter 3 Research Paper Topic DUE TODAY	1,3 a,c
8/22	Chapter 3	Chapter 3: Working in Health Care	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Study for Test 1 Chapters 1-3	1,3 a,c
08/27	Chapters 1-3	TEST 1 Chapters 1-3 Complete working on Current Event Article Summary #1 Due TODAY	Begin reading Chapter 4 Connect exercises DUE today Current Event Article #1 DUE TODAY	1,2,3 a,c
08/29	Chapter 4	Chapter 4: Law, the Courts, & Contracts Begin working on Current Event Article Summary #2 due 09/05/18	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Read Chapter 5	1 a,c
09/03		HOLIDAY		
09/05	Chapter 5	Chapter 5: Professional Liability and Medical Malpractice Complete working on Current Event Article Summary #2 Due TODAY	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Study for Test 2 Chapters 4 and 5 Current Event Article #2 DUE TODAY	2,3,4 a,c
09/10	Chapters 4 & 5	TEST 2 Chapters 4 & 5	Begin reading Chapter 6 Connect exercises DUE today	1,2,3,4 a,c
09/12	Chapter 6	Chapter 6: Defenses to Liability Suits	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
09/17	Chapter 6	Complete Connect exercises Begin working on Current Event Article Summary #3 Due 09/19/18	Begin reading Chapter 6 Complete Connect exercises	2,3,4 a,c
09/19	Chapter 7	Chapter 7: Medical Records and Informed Consent	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
09/24	Chapter 7	Complete Connect exercises Complete working on Current Event Article Summary #3 Due TODAY	Complete Connect exercises Study for Test 3 Current Event Article Summary #3 Due TODAY!	2,3,4 a,c
09/26	Chapters 6 & 7	TEST 3 Chapters 6 & 7	Begin reading Chapter 8 Connect exercises DUE today	2,3,4 a,c
10/01	Chapter 8	Chapter 8: Privacy, Security, and Fraud	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
10/03		HIPAA	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
10/08	Chapter 8	Complete Connect exercises Begin working on Current Event Article Summary #4 Due 10/15/18	Begin reading Chapter 9 Complete Connect exercises	2,3,4 a,c
10/10	Chapter 9	Chapter 9: Physicians' Public Duties and Responsibilities	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
10/15	Chapter 9	MIDTERM Complete Connect exercises Complete working on Current Event Article Summary #4 Due TODAY	Begin reading Chapter 10 Complete Connect exercises Current Event Article Summary #4 Due TODAY!	2,3,4 a,c
10/17	Chapter 10	Chapter 10: Workplace Legalities	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
10/22	Chapter 10	Complete Connect exercises Begin working on Current Event Article Summary #5 Due 11/05/18	Complete Connect exercises Study for Test 4	2,3,4 a,c
10/24	Chapters 8-10	TEST 4 Chapters 8-10	Connect exercises DUE today	2,3,4 a,c
10/29		Work Day: Work on Research Paper	Begin reading Chapter 11	2,3,4 a,c
10/31	Chapter 11	Chapter 11: The Beginning of Life and Childhood	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	3,4 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
11/05	Chapter 11	Complete Connect exercises Complete working on Current Event Article Summary #5 Due TODAY	Begin reading Chapter 12 Complete Connect exercises Current Event Article Summary #5 Due TODAY!	3,4 a,c
11/07	Chapter 12	Chapter 12: Death and Dying	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	3,4 a,c
11/12	Chapter 12	Complete Connect exercises		3,4 a,c
11/14	Chapter 12	TEST 5 Chapters 11 & 12	Complete Learning Outcomes and Chapter Review Questions Connect exercises DUE today	3,4 a,c
11/19		WORK DAY: WORK ON REPORT		
11/21-11/22		THANKSGIVING HOLIDAY		
11/26		Work on Ethical Issues Reports DUE on 11/28		1,2,3,4 a,c
11/28		Ethical Issues Report DUE TODAY		
12/04-12/05	Chapters 1-12	FINAL EXAM		

COMPETENCY AREAS:

1. Introduction to Medical Law for the Medical Assistant
2. Physician/Patient/Assistant 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.