



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

## **COURSE INFORMATION**

Credit Hours/Minutes: 2/1500  
Class Location: Building 8 Room 8166  
Class Meets: Tuesday & Thursday 1:00 – 1:50 pm  
CRN: 20401

## **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Kimberly Brown, BSHS, CMA (AAMA), CCS-P  
Office Location: Building 8 Room 8168  
Office Hours: Monday thru Thursday 2:00 – 5:00 pm  
Email Address: kbrown@southeasterntech.edu  
Phone: 478-289-2243  
Fax Number: 478-289-2336  
Tutoring Hours (if applicable): By appointment

## **REQUIRED TEXT**

**Law & Ethics for the Health Professions 7<sup>th</sup> ed. – Judson - McGraw-Hill Publishing**  
**ISBN: 9780073513836**

## **REQUIRED SUPPLIES & SOFTWARE**

- **Textbook**
- **Notebook**
- **Pens, pencils, highlighters, index cards**
- **McGraw Hill Connect Access**

## **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, 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

Tests and assignments must be completed on the specified date (see lesson plan). No late assignments are accepted. Students are also responsible for policies and procedures in the STC-E Catalog and Student Handbook.

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.

Proper heading must be included on all materials handed in. This includes first and last name, date, course, assignment name. Failure to include this information will result in a five (5) point deduction.

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.**

## 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 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.

**For this class, which meets 2 days a week for 15 weeks, the maximum number of days a student may miss is 4 days during the semester.**

## **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](mailto: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](mailto: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 assessed 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.

## 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...)

Students who miss an exam can only make it up with a physician's excuse. The excuse must be provided to the instructor within three (3) days of the exam date. If a student has to miss an exam for a reason besides illness, they may take it the day before the test date. If an exam is missed, the student will be allowed to take make-up exams during **ONE hour at the end of the semester** (date to be scheduled by 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.

Failure to take the final exam at the end of the semester will result in a grade of zero. 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.

## 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:

### 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" 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 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

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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## 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](#).

## 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%
Work Ethics Assessment	5%
Connect Exercises	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"> <li>1. Differentiate between scope of practice and standards of care for medical assistants.</li> <li>2. Compare and contrast provider and medical assistant roles in terms of standard of care.</li> <li>3. Describe components of the Health Insurance Portability &amp; Accountability Act (HIPAA)</li> <li>4. Summarize the Patient Bill of Rights.</li> <li>5. Discuss licensure and certification as they apply to healthcare providers.</li> <li>6. Compare criminal and civil law as they apply to the practicing medical assistant</li> <li>7. Define               <ol style="list-style-type: none"> <li>a. Negligence</li> <li>b. Malpractice</li> <li>c. Statute of Limitations</li> <li>d. Good Samaritan Act(s)</li> <li>e. Uniform Anatomical Gift Act</li> <li>f. Living will/Advanced directives</li> <li>g. Medical durable power of attorney</li> <li>h. Patient Self Determination Act (PSDA)</li> </ol> </li> <li>8. Describe the following types of insurance:               <ol style="list-style-type: none"> <li>a. Liability</li> <li>b. Professional (malpractice)</li> <li>c. Personal injury</li> </ol> </li> <li>10. Identify:               <ol style="list-style-type: none"> <li>a. Health Information Technology for Economic and Clinical Health (HITECH) Act</li> <li>b. Genetic Information Nondiscrimination Act of 2008 (GINA)</li> <li>c. Americans with</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Locate a state's legal scope of practice for medical assistants.</li> <li>2. Apply HIPAA rules in regard to:               <ol style="list-style-type: none"> <li>a. Privacy</li> <li>b. Release of information</li> </ol> </li> <li>3.</li> <li>4. Apply the Patient's Bill of Rights as it relates to:               <ol style="list-style-type: none"> <li>a. Choice of treatment</li> <li>b. Consent for treatment</li> <li>c. Refusal of treatment</li> </ol> </li> <li>5. Perform compliance reporting based on public health statutes</li> <li>6. Report an illegal activity in the healthcare setting following proper protocol</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrate sensitivity to patient rights</li> <li>2. Protect the integrity of the medical record.</li> </ol>

Cognitive (Knowledge Base) X.C Legal Implications	Psychomotor (Skills) X.P Legal Implications	Affective (Behavior) X.A Legal Implications
<p style="text-align: center;"><b>Disabilities Act Amendments Act (ADAAA)</b></p> <p><b>11. Describe the process in compliance reporting:</b></p> <ol style="list-style-type: none"> <li>a. Unsafe activities</li> <li>b. Errors in patient care</li> <li>c. Conflicts of interest</li> </ol> <p><b>12. Describe compliance with public health statutes:</b></p> <ol style="list-style-type: none"> <li>a. Communicable diseases</li> <li>b. Abuse, neglect, and exploitation</li> <li>c. Wounds of violence</li> </ol> <p><b>13. Define the following medical legal terms:</b></p> <ol style="list-style-type: none"> <li>d. Informed consent</li> <li>e. Implied consent</li> <li>f. Expressed consent</li> <li>g. Patient incompetence</li> <li>h. Emancipated minor</li> <li>i. Mature minor</li> <li>j. Subpoena duces tecum</li> <li>k. Respondent superior</li> <li>l. Res ipsa loquitor</li> <li>m. Locum tenens</li> <li>n. Defendant-plaintiff</li> <li>o. Deposition</li> <li>p. Arbitration-mediation</li> <li>q. Good Samaritan laws</li> </ol>		
Cognitive (Knowledge Base) XI.C Ethical Considerations	Psychomotor (Skills) XI.P Ethical Considerations	Affective (Behavior) XI.A Ethical Considerations
<ol style="list-style-type: none"> <li>1. Define: <ol style="list-style-type: none"> <li>a. Ethics</li> <li>b. morals</li> </ol> </li> <li>2. Differentiate between personal and professional ethics</li> <li>3. Identify the effect of personal morals on professional performance</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop a plan for separation of personal and professional ethics</li> <li>2. Demonstrate appropriate response(s) to ethical issues.</li> </ol>	<ol style="list-style-type: none"> <li>1. Recognize the impact personal ethics and morals have on the delivery of healthcare</li> </ol>

# MAST 1010 Legal & Ethical Concerns in the Medical Office

## FALL SEMESTER 2017 LESSON PLAN

### SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/14		<b>First Day of Class</b> <ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Syllabi, Outline, Rules, &amp; Regulations</li> <li>• Completion of Forms</li> </ul>	Begin reading Chapter 1	
8/16	Chapter 1	<b>Chapter 1: Introduction to Law &amp; Ethics</b>  <b>Instructions for Research Paper</b>	Complete Learning Outcomes and Chapter Review Questions Research Paper Topic due Tuesday 11/17 Complete Connect exercises	1,3 a,c
8/21	Chapter 1	Complete Connect exercises Begin working on Current Event Article Summary #1 <b>Due 8/30</b>	<b>Research Paper Topic Due TODAY</b> Begin reading Chapter 2 Complete Connect exercises	1,3 a,c
8/23	Chapter 2	<b>Chapter 2: Making Ethical Decisions</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	1,3 a,c
8/28	Chapter 2	Complete Connect exercises Complete working on Current Event Article Summary #1 <b>Due 8/30</b>	Begin reading Chapter 3 Complete Connect exercises	1,3 a,c
8/30	Chapter 3	<b>Chapter 3: Working in Health Care</b>	Complete Learning Outcomes and Chapter Review Questions <b>Current Event Article Summary #1 Due TODAY!</b>	1,2,3 a,c
9/4	Chapter 3	Complete Connect exercises Review for Test 1	Study for Test 1 Complete Connect exercises	1,2,3 a,c
9/6	Chapters 1-3	<b>TEST 1 Chapters 1-3</b>	Begin reading Chapter 4 Complete Connect exercises	1,2,3 a,c
9/11	Chapter 4	<b>Chapter 4: Law, the Courts, &amp; Contracts</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	1 a,c
9/13	Chapter 4	Complete Connect exercises Begin working on Current Event Article Summary #2 <b>Due 9/20</b>	Begin reading Chapter 5 Complete Connect exercises	1 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
9/18	Chapter 5	<b>Chapter 5: Professional Liability and Medical Malpractice</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
9/20	Chapter 5	Complete Connect exercises Complete working on Current Event Article Summary #2 <b>Due TODAY</b>	<b>Current Event Article Summary #2 Due TODAY!</b> Complete Connect exercises Study for Test 2	2,3,4 a,c
9/25	Chapters 4 & 5	<b>TEST 2 Chapters 4 &amp; 5</b>	Begin reading Chapter 6 Complete Connect exercises	1,2,3,4 a,c
9/27	Chapter 6	<b>Chapter 6: Defenses to Liability Suits</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
10/2	Chapter 6	Complete Connect exercises Begin working on Current Event Article Summary #3 <b>Due 10/9</b>	Begin reading Chapter 6 Complete Connect exercises	2,3,4 a,c
10/4	Chapter 7	<b>Chapter 7: Medical Records and Informed Consent</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
10/9	Chapter 7	<b>MIDTERM</b> Complete Connect exercises Complete working on Current Event Article Summary #3 <b>Due TODAY</b>	<b>Current Event Article Summary #3 Due TODAY!</b> Complete Connect exercises Study for Test 3	2,3,4 a,c
10/11	Chapters 6 & 7	<b>TEST 3 Chapters 6 &amp; 7</b>	Begin reading Chapter 8 Complete Connect exercises	2,3,4 a,c
10/16	Chapter 8	<b>Chapter 8: Privacy, Security, and Fraud</b>  <b>HIPAA</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
10/18	Chapter 8	Complete Connect exercises Begin working on Current Event Article Summary #4 <b>Due 10/25</b>	Begin reading Chapter 9 Complete Connect exercises	2,3,4 a,c
10/23	Chapter 9	<b>65% POINT IN SEMESTER – LAST DAY TO RECEIVE A WITHDRAWAL</b> <b>Chapter 9: Physicians' Public Duties and Responsibilities</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
10/25	Chapter 9	Complete Connect exercises Complete working on Current Event Article Summary #4 <b>Due TODAY</b>	<b>Current Event Article Summary #4 Due TODAY!</b> Begin reading Chapter 10 Complete Connect exercises	2,3,4 a,c
10/30	Chapter 10	<b>Chapter 10: Workplace Legalities</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
11/1	Chapter 10	Complete Connect exercises Begin working on Current Event Article Summary #5 <b>Due 11/13</b>	Complete Connect exercises Study for Test 4	2,3,4 a,c
11/6	Chapters 8-10	<b>TEST 4 Chapters 8-10</b>	Begin reading Chapter 11 Complete Connect exercises	2,3,4 a,c
11/8	Chapter 11	<b>Chapter 11: The Beginning of Life and Childhood</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	3,4 a,c
11/13	Chapter 11	Complete Connect exercises Complete working on Current Event Article Summary #5 <b>Due TODAY</b>	<b>Current Event Article Summary #5 Due TODAY!</b> Begin reading Chapter 12 Complete Connect exercises	3,4 a,c
11/15	Chapter 12	<b>Chapter 12: Death and Dying</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	3,4 a,c
11/20	Chapter 12	<b>TEST 5 Chapters 11 &amp; 12</b>	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	3,4 a,c
11/22 – 11/23		THANKSGIVING HOLIDAY		
11/27		Work on Ethical Issues Reports DUE on 11/29		1,2,3,4 a,c
11/29		<b>Ethical Issues Report DUE TODAY</b>		
12/5 or 12/6	Chapters 1-12	<b>FINAL EXAM</b>		

**Competency Areas: (will vary for each course/taken from state standards)**

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.