



TENTATIVE—SUBJECT TO CHANGE

**MAST 1010 LEGAL AND ETHICAL CONCERNS IN THE MEDICAL OFFICE**

**COURSE SYLLABUS**

**Online**

**Spring Semester 2022 (202214)**

**COURSE INFORMATION**

Credit Hours/Minutes: 2/1500

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 10 weeks

Course Reference Number (CRN): 40286

Preferred Method of Contact: Email [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Stephannie Waters, Bachelor of Applied Science (BAS), Certified Medical Assistant (CMA)  
American Association of Medical Assistants (AAMA)

Email Address: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:Stephannie.Waters@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Gillis Building Room Office 731

Office Hours: Monday-Thursday 1:00-5:00 p.m.

Phone: (912) 538-3195

Fax Number: (912) 538-3106

Tutoring Hours (if applicable): By appointment only

**SOUTHEASTERN TECHNICAL COLLEGE (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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

**REQUIRED TEXT**

Law, Liability, and Ethics 6<sup>th</sup> edition-Flight, Cengage Publishing, MindTap Access Cengage Unlimited – Access codes available in the STC bookstore or online through Cengage

24 month - International Standard Book Number (ISBN): 9780357700051

12 month - International Standard Book Number (ISBN): 9780357700044

4 month - International Standard Book Number (ISBN): 9780357700037 (This one will be if you are **only** completing MAST 1010 and MAST 1060 to finish the Medical Administrative Technician Certificate in the same semester)

**REQUIRED SUPPLIES & SOFTWARE**

Computer with video camera/microphone and reliable internet access.

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 Georgia Virtual Technical Connection (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.

**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 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**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1.	Differentiate between the scope of practice and standards of care for medical assistants. (X.C.1)	Cognitive	Analysis
2.	Locate a state's legal scope of practice for medical assistants. (X.P.1)	Psychomotor	Guided Response
3.	Compare and Contrast provider and medical assistant roles in terms of standard of care. (X.C.2)	Cognitive	Evaluation
4.	Describe components of the Health Insurance Portability and Accountability Act (HIPAA). (X.C.3)	Cognitive	Comprehension
5.	Apply HIPAA rules in regard to a. privacy, b. release of information. (X.P.2)	Psychomotor	Mechanism
6.	Summarize the Patient Bill of Rights. (X.C.4)	Cognitive	Comprehension
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)	Psychomotor	Mechanism
8.	Discuss licensure and certification as they apply to healthcare providers. (X.C.5)	Cognitive	Comprehension
9.	Describe the following types of insurance: a. liability, b. professional (malpractice), c. personal injury. (X.C.8)	Cognitive	Comprehension
10.	Compare criminal law and civil law (eg. Tort law) as they apply to the practicing medical assistant. (X.C.6)	Cognitive	Analysis
11.	Define a. negligence, b. malpractice, c. statute of limitations, d. Good Samaritan Act(s), e. Uniform	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
	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.C7)		
12.	Identify: a. Health Information Technology for Economic and Clinical Health (HITECH) Act, b. Genetic Information Nondiscrimination Act of 2008 (GINA), c. American with Disabilities Act Amendments Act (ADAAA). (X.C.10)	Cognitive	Knowledge
13.	Protect the integrity of the medical record. (X.A.2)	Affective	Responding
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 loquitur, j. locum tenens, k. defendant-plaintiff, l. deposition, m. arbitration-mediation, n. Good Samaritan Laws. (X.C.13)	Cognitive	Knowledge
15.	Describe compliance with public health statutes: a. communicable diseases, b. abuse, neglect, and exploitation, c. wounds of violence. (X.C.12)	Cognitive	Knowledge
16.	Perform compliance reporting based on public health statutes. (X.P.5)	Psychomotor	Guided Response
17.	Describe the ownership and apply the legal doctrine of privileged communication to the contents of the medical record.	Cognitive	Knowledge

### Physician/Patient/Assistant Relationship

Order	Description	Learning Domain	Level of Learning
1.	Define the physician/patient/assistant relationship regarding initiation and termination.	Cognitive	Knowledge
2.	Display sensitivity to patient rights. (X.A.1)	Affective	Responding
3.	Display awareness of the consequences of not working within the legal scope of practice.	Affective	Responding

### Ethical Considerations

Order	Description	Learning Domain	Level of Learning
1.	Define: a. ethics, b. morals. (XI.C.1)	Cognitive	Knowledge
2.	Differentiate between personal and professional ethics. (X1.C.2)	Cognitive	Analysis
3.	Demonstrate appropriate response(s) to ethical issues. (XI.P.2)	Psychomotor	Guided Response
4.	Describe the process in compliance reporting: a. unsafe activities, b. errors in patient care, c. conflicts of interest. (X.C.11a,b,c)	Cognitive	Knowledge
5.	Identify the effect of personal morals on professional performance. (XI.C.3)	Cognitive	Knowledge
6.	Develop a plan for separation of personal and professional ethics. (XI.P.1)	Psychomotor	Set
7.	Recognize the impact of personal ethics and morals have	Affective	Valuing

Order	Description	Learning Domain	Level of Learning
	on the delivery of healthcare. (XI.A.1)		
8.	Report an illegal activity in the healthcare setting following proper protocol. (X.P.6)	Psychomotor	Guided Response

### Bio-Ethical Issues

Order	Description	Learning Domain	Level of Learning
1.	Characterize pertinent bio-ethical issues.	Cognitive	Analysis
2.	Compare and contrast arguments regarding abortions.	Cognitive	Evaluation

### 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 (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Wednesday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 30 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

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". **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.**

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.

Tests will consist of true/false, multiple choice, matching, fill-in-the blank questions.

## RESPONDUS ONLINE TESTING GUIDELINES:

Due to the COVID 19 pandemic the Medical Assisting program is making an exception in offering online/offsite testing. The programs will use **Respondus Monitor** through Blackboard to administer and proctor the examinations. If a student violates any of these guidelines, his/her test score/attempt will not be counted, and the student may be required to take a makeup/additional test.

The following are faculty expectations of the student during the online/offsite testing process.

1. The student will download Respondus to their devices from the STC website.  
<https://download.respondus.com/lockdown/download.php?id=492358809>
2. The student will log in at least 15 minutes before the exam is scheduled to begin.
3. The student will secure an area with reliable internet service prior to beginning the exam. It is the student's responsibility to secure a location with reliable internet connection before beginning the examination. Specific Requirements listed below:
  - Windows: 10, 8, 7. Windows 10S is not a compatible operating system.
  - Mac: OS X 10.12 to macOS 10.15.
  - Web camera (internal or external) & microphone
  - A broadband internet connection
4. Mobile Hotspots are not to be used since as they are not considered a reliable internet source.
5. The student will perform all required Respondus checks prior to being allowed to test. (examples- Webcam Check and Facial Recognition Check) Faculty are not responsible for student technology issues. It is the student's responsibility to maintain their equipment in working order.
6. The student will have in place a monitoring camera as Respondus Monitor will be used to ensure test integrity. The student will take a complete, 360-degree scan of the testing environment, showing floor, desk, and walls. In addition, the student will use a handheld mirror held up to the camera to show that their screen and keyboard is clear of any unnecessary items. The student will need to show the front and back of the mirror.
7. During the exam, students will be both audio and visually recorded.
8. The student exams will be timed, just like in the face-to-face setting.
9. The student will not use any books, notes, or third-party supplies during the test. The desk/table will be cleared of additional items. There will be no paper or writing materials allowed.
10. The student has reviewed the Dishonesty Policy and Procedure for Academic Dishonesty as noted on the course syllabus.
11. The student will not be allowed to use smart watches, cell phones, tablets, calculators, earphones or other electronic devices during the exam.
12. The student will not wear a hat or any items that obscures the face or eyes while testing.
13. The student will keep the face in clear view of the camera while testing.
14. The student will have all background noise silenced while testing.
15. The student will have no other operating functions open on the computer during testing. (ie: Word, Excel, PowerPoint)
16. The student will be prohibited from taking screen shots or recording of the exam in anyway.
17. The student is prohibited from reading questions or any test material out loud during the test.
18. Question rationales will not be available at this time for test security. Instructors will be available later for missed content review. Students are encouraged to set up individualized meetings with their faculty to discuss specific content areas which were missed.
19. After the exam, the final grade will not be issued or posted to the Blackboard gradebook until the validity of the test is reviewed and approved by the instructor(s). Be aware that the downloads may take 24-72 hours. This includes reviewing the Respondus Monitor report and the video recording of the testing session. At any time, the validity is questionable, the student may be required to take a different version of the examination.

20. If a student believes a test question needs to be challenged, the student must email their instructor the evidence-based rationale for consideration. This request must be received via email within 24 hours of the examination.

### **COVID-19 MASK REQUIREMENT**

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### **COVID-19 SELF-REPORTING REQUIREMENT**

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **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” (Failing 0-59) 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 11:59 p.m. 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.

## **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

## **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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **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” (Withdrawn) 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” (Withdrawn Passing) or “WF” (Withdrawn Failing) 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.

### **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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 by the instructor of the course, 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times via Respondus Lockdown Browser and Monitor: March 10, 2021 at 8:00 a.m. to March 11, 2021 at 11:59 p.m.**

### **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.)**

This is an online course. No make-up tests, quizzes, or assignments will be allowed. You have ample time to complete the assignments. Test resets due to technical issues will be issued on a case-by-case basis. Make sure you use Firefox or Chrome to take your tests on a desktop or laptop computer. Do not attempt to complete assignments on your phone or tablet. If you need assistance with computer issues, please contact your instructor immediately via email.

## **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**

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas (ljonas@southeasterntech.edu)</a>

## 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 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	35%
Current Event Article Summaries	10%
Discussion Boards/MindTap	10%
Ethical Issues Research Paper	20%
Work Ethics Assessment	5%
Proctored Event: 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 and 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 Disabilities Act Amendments Act (ADAAA)</li> </ol> </li> <li>11. Describe the process in compliance reporting:               <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> </li> <li>12. Describe compliance with public health statutes:               <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> </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><b>13. Define the following medical legal terms:</b></p> <ul 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> </ul>		
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"> <li>1. Define: <ul style="list-style-type: none"> <li>a. Ethics</li> <li>b. morals</li> </ul> </li> <li>2. Differentiate between personal and professional ethics</li> <li>3. Identify the effect of personal morals on professional performance</li> </ul>	<ul 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> </ul>	<ul style="list-style-type: none"> <li>1. Recognize the impact personal ethics and morals have on the delivery of healthcare</li> </ul>

# MAST 1010 Legal and Ethical Concerns in the Medical Office Spring Semester 2022 (202214) Lesson Plan

Weeks will begin on Thursday and end on Wednesday of the following week. Graded assignments are available during the designated week for you to complete by the due dates that are in **bold and are highlighted**. All assignments each week will be due on Wednesday by 11:59 p.m. for this course. DO NOT wait until the last hour to begin assignments. Technology issues will not be addressed if you wait to begin the assignments. Please make every attempt to complete your work during normal working hours to prevent delays in responses to your potential technology issues.

**Make sure you check your EMAIL every day!!!**

**Do not get behind on assignments!**

**READ EVERYTHING TWICE** before you ask questions and ALWAYS refer to your syllabus and Blackboard before you ask. I am happy to answer questions and help you, but I do expect you to attempt to figure things out on your own to a certain extent.

I frequently send out reminder emails when assignments are upcoming or are due. If you get a reminder and the assignment is not due for a few days, please don't be alarmed; it is simply a reminder for you to know the assignment will be due during the week. If you get a reminder on the date that the assignment is due, that means you have not submitted it and need to get it done ASAP.

**On the first day of class before you begin ANY assignments, complete the following in BLACKBOARD**

## Getting Started Tab

- Getting Started Presentation
- Pledge Acknowledgement
- Student Introduction
- Technology Access Video

## Blackboard Orientation Tab

- Blackboard Online Orientation
- Online Orientation Quiz

## COVID-19 Tab

- Covid-19 Presentation
- Covid-19 Presentation Acknowledgement

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 01/10- 01/12		SEMESTER BEGINS First day of class; Introduction to course, syllabi, complete online course attendance requirements <ul style="list-style-type: none"> <li><input type="checkbox"/> Getting Started Tab</li> <li><input type="checkbox"/> Blackboard Orientation Tab</li> <li><input type="checkbox"/> COVID-19 Tab</li> </ul> <p><b><u>Bolded and highlighted assignments available on 01/10/22 at 8:00 a.m. to 01/12/22 at 11:59 p.m.</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read Chapters 1 and 2</li> <li><input type="checkbox"/> Discussion Board 1</li> </ul>	1,3 a,c
Week 2 01/13- 01/19	Chapters 1 and 2	Chapter 1: The Big Business of Health Care and You  Chapter 2: Laws and Regulations You Will Encounter  <p><b><u>Bolded and highlighted assignments available on 01/13/22 at 8:00 a.m. to 01/19/22 at 11:59 p.m.</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Email me your Ethical Issues Report Topic</li> <li><input type="checkbox"/> MindTap Exercises Chapter 1               <ul style="list-style-type: none"> <li>o Quick Check 1.1, 1.2, 1.3</li> <li>o Suggested Activities Questions 1, 2</li> <li>o Study Questions 1, 2, 3</li> <li>o Cases for Discussion 1, 2</li> <li>o Apply Yourself</li> <li>o Test Yourself</li> <li>o Reflect</li> </ul> </li> <li><input type="checkbox"/> MindTap Exercises Chapter 2               <ul style="list-style-type: none"> <li>o Quick Check 2.1, 2.2, 2.3</li> <li>o Suggested Activities 1, 2</li> <li>o Study Questions, 1, 2, 3</li> <li>o Cases for Discussion 1, 2</li> <li>o Apply Yourself</li> <li>o Test Yourself</li> <li>o Reflect</li> </ul> </li> <li><input type="checkbox"/> Test 1 Chapters 1 and 2</li> <li><input type="checkbox"/> Work on Current Event Article 1</li> <li><input type="checkbox"/> Read Chapters 3 and 4</li> </ul>	1,3 a,c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 01/20- 01/26	Chapters 3 and 4	Chapter 3: From the Constitution to the Courtroom  Chapter 4: Criminal Acts and Intentional Torts  <u><b>Bolded and highlighted assignments available on 01/20/22 at 8:00 a.m. to 01/26/22 at 11:59 p.m.</b></u>	<input type="checkbox"/> <b>Current Event Article #1 Due</b> <input type="checkbox"/> <b>MindTap Exercises Chapter 3</b> <ul style="list-style-type: none"> <li>○ Quick Check 3.1, 3.2, 3.3</li> <li>○ Suggested Activities 1, 3, 4</li> <li>○ Study Questions 1, 2, 3, 4</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>MindTap Exercises Chapter 4</b> <ul style="list-style-type: none"> <li>○ Quick Check 4.1, 4.2, 4.3</li> <li>○ Suggested Activities 2</li> <li>○ Study Questions 1, 2, 3</li> <li>○ Cases for Discussion 1, 2, 3, 4, 5</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>Discussion Board 2</b> <input type="checkbox"/> <b>Test 2 Chapters 3 and 4</b> <input type="checkbox"/> <b>Read Chapters 5 and 6</b>	1,2,3,4 a,c
Week 4 01/27- 02/02	Chapters 5 and 6	Chapter 5: The Health Record  Chapter 6: Medical Malpractice and Other Lawsuits  <u><b>Bolded and highlighted assignments available on 01/27/22 at 8:00 a.m. to 02/02/22 at 11:59 p.m.</b></u>	<input type="checkbox"/> <b>MindTap Exercises Chapter 5</b> <ul style="list-style-type: none"> <li>○ Quick Check 5.1, 5.2, 5.3</li> <li>○ Suggested Activities 2, 3, 4, 5</li> <li>○ Study Questions 1, 2, 3, 4, 5, 6</li> <li>○ Cases for Discussion 2, 3, 4, 5, 6, 8, 10, 11</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>MindTap Exercises Chapter 6</b> <ul style="list-style-type: none"> <li>○ Quick Check 6.1, 6.2, 6.3</li> <li>○ Suggested Activities 1, 2</li> <li>○ Study Questions 1, 2, 5, 6, 7, 8, 9, 11, 12</li> <li>○ Cases for Discussion 1, 2, 3, 4, 5, 6, 7, 8, 9</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>Test 3 Chapters 5 and 6</b> <input type="checkbox"/> <b>Work on Current Event Article #2:</b> <input type="checkbox"/> <b>Read Chapters 7 and 8</b>	2,3,4 a,c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 02/03- 02/09	Chapters 7 and 8	Chapter 7: The Health Record  Chapter 8: Introduction to Ethics  <u><b>Bolded and highlighted            assignments available on            02/03/22 at 8:00 a.m. to            02/09/22 at 11:59 p.m.</b></u>	<input type="checkbox"/> <b>Current Event Article #2 Due</b> <input type="checkbox"/> <b>MindTap Exercises Chapter 7</b> <ul style="list-style-type: none"> <li>○ Quick Check 7.1, 7.2, 7.3</li> <li>○ Suggested Activities 1, 2</li> <li>○ Study Questions 1, 2, 5, 6, 7, 8, 9</li> <li>○ Cases for Discussion 1, 2, 3, 4, 5, 6, 7</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>MindTap Exercises Chapter 8</b> <ul style="list-style-type: none"> <li>○ Quick Check 8.1, 8.2, 8.3</li> <li>○ Suggested Activities 2, 4, 5</li> <li>○ Study Questions 1, 2, 3, 4</li> <li>○ Cases for Discussion 1, 2, 3, 4, 5</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>Test 4 Chapters 7 and 8</b> <input type="checkbox"/> <b>Discussion Board 3</b> <input type="checkbox"/> <b>Read Chapters 9 and 10</b>	2,3,4 a,c
Week 6 02/10- 02/16  <b>MIDTERM            OF THE            SEMESTER            IS 02/14</b>	Chapters 9 and 10	Chapter 9: Laws and Ethics of Patient Confidentiality  Chapter 10: Professional Ethics and the Living  <u><b>Bolded and highlighted            assignments available on            02/10/22 at 8:00 a.m. to            02/16/22 at 11:59 p.m.</b></u>	<input type="checkbox"/> <b>MindTap Exercises Chapters 9</b> <ul style="list-style-type: none"> <li>○ Quick Check 9.1, 9.2, 9.3</li> <li>○ Suggested Activities 1, 2, 3</li> <li>○ Cases for Discussion 1, 2, 3, 4, 5</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>MindTap Exercises Chapter 10</b> <ul style="list-style-type: none"> <li>○ Quick Check 10.1, 10.2, 10.3</li> <li>○ Suggested Activities 1, 3, 5</li> <li>○ Study Questions 1, 2, 3, 4, 5</li> <li>○ Cases for Discussion 1, 2, 3, 4, 5, 6</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>Test 5 Chapters 9 and 10</b> <input type="checkbox"/> <b>Work on Current Event Article #3:</b> <input type="checkbox"/> <b>Read Chapters 11 and 12</b>	3,4 a,c



Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 02/17- 02/23  <b>65% OF            THE            SEMESTER            IS 02/21</b>	Chapters 11 and 12	Chapter 11: Birth and the Beginning of Life  Chapter 12: Death and Dying  <u><b>Bolded and highlighted            assignments available on            02/17/22 at 8:00 a.m. to            02/23/22 at 11:59 p.m.</b></u>	<input type="checkbox"/> <b>Current Event Article #3 Due</b> <input type="checkbox"/> <b>MindTap Exercises Chapters 11</b> <ul style="list-style-type: none"> <li>○ Quick Check 11.1, 11.2, 11.3</li> <li>○ Suggested Activities 2</li> <li>○ Study Questions 1, 2, 3, 4, 5</li> <li>○ Cases for Discussion 1, 2, 3, 4, 5, 6, 7, 8</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>MindTap Exercises Chapter 12</b> <ul style="list-style-type: none"> <li>○ Quick Check 12.1, 12.2, 12.3</li> <li>○ Suggested Activities 2, 3, 5, 6</li> <li>○ Study Questions 1, 2, 3</li> <li>○ Cases for Discussion 1, 2, 3, 4, 5, 6, 7</li> <li>○ Apply Yourself</li> <li>○ Test Yourself</li> <li>○ Reflect</li> </ul> <input type="checkbox"/> <b>Discussion Board 4</b> <input type="checkbox"/> <b>Test 6 Chapters 11 and 12</b> <input type="checkbox"/> <b>Work on Research Paper!!!</b>	3,4 a,c
Week 8 02/24- 03/02	Work Ethics Assessment	Work on Ethical Issues Research Paper  <b>Work Ethics Assessment is            MANDATORY and counts 5% of            your grade.</b>  <u><b>Bolded and highlighted            assignments available on            02/24/22 at 8:00 a.m. to            03/02/22 at 11:59 p.m.</b></u>	<input type="checkbox"/> <b>Work Ethics Assessment</b>  Work on Research Paper!!!	2,3,4 a,c
Week 9 03/03- 03/09	Research Paper	<b>Research Paper Due on 03/09            at 11:59!!!! NO LATE            SUBMISSIONS WILL BE            ACCEPTED!!!!</b>  <u><b>Bolded and highlighted            assignments available on            03/03/22 at 8:00 a.m. to            03/09/22 at 11:59 p.m.</b></u>	<input type="checkbox"/> <b>Discussion Board 5</b> <input type="checkbox"/> <b>Research Paper Due</b>	2,3,4 a,c
FINAL 03/10- 03/11	FINAL	<b>PROCTORED EVENT/FINAL            EXAM VIA Respondus            Lockdown Browser/Monitor            available 3/10/2022 at 8:00            a.m. to 3/11/2022 at 11:59            p.m.</b>	<input type="checkbox"/> <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/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.

**MAST 1010 ARTICLE SUMMARY RUBRIC**

Criteria	Outstanding	Proficient	Basic	Below Expectations
<p>Critical Thinking 45 Points</p> <hr/> <p>Points Given</p>	<p><b>45 Points</b> Article summary is rich in content. Author has a grasp of the content and shows insight and great analysis of the subject. No plagiarizing.</p>	<p><b>33.75 Points</b> Article summary is substantial in content. Author shows some insight and generic analysis has taken place. Some plagiarizing.</p>	<p><b>22.5 Points</b> Article summary is general. Information is generic and there is no insight and analysis on the subject. Mostly plagiarized.</p>	<p><b>11.25 Points</b> Article summary is less than is required by instructor. No analysis or insight is displayed by the author. All plagiarized.</p>
<p>Organization 25 Points</p> <hr/> <p>Points Given</p>	<p><b>25 Points</b> Information given in summary is in a well-organized, well thought out manner and easy to follow. From a reliable news source.</p>	<p><b>18.75 Points</b> Information given in summary is generally organized and the reader is able to follow with little difficulty. From a reliable news source.</p>	<p><b>12.5 Points</b> Information given in summary is somewhat organized and the reader has difficulty following it. From a questionable news source.</p>	<p><b>6.25 Points</b> Information in summary is severely lacking in any type of organization. The reader cannot follow nor make sense of writings. From a questionable news source.</p>
<p>Grammar 20 Points</p> <hr/> <p>Points Given</p>	<p><b>20 Points</b> 1 or 2 grammatical and/or spelling errors</p>	<p><b>15 Points</b> 3 to 5 grammatical and/or spelling errors</p>	<p><b>10 Points</b> 5 or more grammatical and/or spelling errors</p>	<p><b>5 Points</b> So many grammatical and/or spelling errors that the reader cannot understand the summary</p>
<p>Formatting 10 Points</p> <hr/> <p>Points Given</p>	<p><b>10 Points</b> All formatting instructions were followed *Correct margins *Correct spacing *12 Point Calibri Font *Correct length (full page) *article within last 6 months</p>	<p><b>7.5 Points</b> 3 of the 4 formatting instructions were followed *Correct margins *Correct spacing *12 Point Calibri Font *Correct length (full page) * article within last 6 months</p>	<p><b>5 Points</b> 2 of 4 formatting instructions were followed *Correct margins *Correct spacing *12 Point Calibri Font *Correct length (full page) * article within last 6 months</p>	<p><b>2.5 Points</b> 1 of 4 formatting instructions were followed *Correct margins *Correct spacing *12 Point Calibri Font *Correct length (full page) * article within last 6 months</p>

**MAST 1010 ETHICAL ISSUES REPORT RUBRIC**

<p><b>COVER SHEET:</b>  <b>5 POINTS</b></p>	<p>You will receive 5 points if 5 out of 5 requirements are met: Title of Paper Student Name Instructor Name Class Name Date</p>	<p>You will receive 4 points if 4 out of 5 requirements are met: Title of Paper Student Name Instructor Name Class Name Date</p>	<p>You will receive 3 points if 3 out of 5 requirements are met: Title of Paper Student Name Instructor Name Class Name Date</p>	<p>You will receive 2 points if 2 or fewer of 5 requirements are met: Title of Paper Student Name Instructor Name Class Name Date</p>
<p><b>CONTENT:</b>  <b>65 POINTS</b></p>	<p>You will receive <b>up to</b> 65 points if 5 of 5 requirements are met: Pros/Cons shown Your stand on the issue Legal/Ethical implications How it does/might affect your job Your personal opinion</p>	<p>You will receive <b>up to</b> 48.75 points if 4 of 5 requirements are met: Pros/Cons shown Your stand on the issue Legal/Ethical implications How it does/might affect your job Your personal opinion</p>	<p>You will receive <b>up to</b> 32.5 points if 3 of 5 requirements are met: Pros/Cons shown Your stand on the issue Legal/Ethical implications How it does/might affect your job Your personal opinion</p>	<p>You will receive <b>up to</b> 16.25 points if 2 or fewer of 5 requirements are met: Pros/Cons shown Your stand on the issue Legal/Ethical implications How it does/might affect your job Your personal opinion</p>
<p><b>LENGTH:</b>  <b>10 POINTS</b></p>	<p>10 Points 500 words or more</p>	<p>7.5 Points 300-499 words</p>	<p>5 Points 100-299 words</p>	<p>2.5 Points Less than 99 words</p>
<p><b>GRAMMAR/SPELLING:</b>  <b>10 POINTS</b></p>	<p>10 Points 1-2 Grammatical Errors and/or 1-2 Misspelled Words and/or 1-2 Punctuation Errors</p>	<p>7.5 Points 3-6 Grammatical Errors and/or 3-6 Misspelled Words and/or 3-6 Punctuation Errors</p>	<p>5 Points 7-10 Grammatical Errors and/or 7-10 Misspelled Words and/or 7-10 Punctuation Errors</p>	<p>2.5 Points 11 or more Grammatical Errors and/or 11 or more Misspelled Errors and/or 11 or more Punctuation Errors</p>
<p><b>WORK CITED PAGE:</b>  <b>10 POINTS</b></p>	<p>10 Points 3 or more references cited in MLA or APA format on a separate Work Cited page</p>	<p>7.5 Points 2 references cited in MLA or APA format on a separate Work Cited page</p>	<p>5 Points 1 reference cited in MLA or APA format on a separate Work Cited page</p>	<p>2.5 Points References cited in a format other than MLA or APA on a separate Work Cited page</p>

## Discussion Board Grading Rubric

**ALL DISCUSSION BOARDS MUST CONTAIN 1 POST AND A MINIMUM OF 2 REPLIES**

**ORIGINAL POST MUST CONTAIN A MINIMUM OF 50 WORDS**

**REPLIES MUST CONTAIN A MINIMUM OF 25 WORDS**

<b>Performance</b>	<b>Exceptional 2</b>	<b>Satisfactory 1</b>	<b>Poor 0</b>
Posts	At least one post.	One post.	No post from student.
Replies	Reply to at least 2 student posts	Replies to other students post without original post Reply to at least 1 student post	Does not reply to any student posts
Length	Original Post at least 50 words. Replies at least 25 words.	Original Post at least 25 words. Replies at least 10 words.	Original post less than 20 words. Replies less than 10 words.
Grammar/Spelling	Grammatical and Spelling errors do not exist.	Few Grammatical and spelling errors.	Several Grammatical errors and misspellings. Difficult to read/comprehend.