



TENTATIVE—SUBJECT TO CHANGE

**MAST 1010: Legal and Ethical Concerns in the Medical Office
COURSE SYLLABUS
Online
Spring Semester 2021 (202114)**

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40297

Preferred Method of Contact: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:swaters@southeasterntech.edu) Instructor contact information

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Stephannie Waters, BAS, CMA (AAMA)

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

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

Office Hours: Available by email only

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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Law, Liability, and Ethics 6th edition, Flight

Cengage Publishing

MindTap Access

Cengage Unlimited

International Standard Book Number (ISBN): 9780357700044

MindTap course

MindTap course key

REQUIRED SUPPLIES & SOFTWARE

Computer and 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 the other health fields. It emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. It 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)

Regular admit

COURSE OUTLINE

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 regards 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 workers. (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 (PDSA)
- 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 loquitur
- 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, 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 on the contents of the medical record.

Physician/Patient/Assistant Relationship

- 1. Define the physician/patient/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.11 a,b,c)

5. Identify the effect of personal morals on professional performance. (X1.P.1)
6. Develop a plan for separation of personal and professional ethics. (X1.P.1)
7. Recognize the impact personal ethics and morals have on the delivery of healthcare. (X1.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: **(use the numbering feature in Word to number the three competencies)**

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 midnight on Thursday 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 is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

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

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.***

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. 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). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

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.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
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, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, 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: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@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: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@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 withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

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: Vidalia Campus, (date), (time), (room location) and Swainsboro Campus, (date), (time), (room location).

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.)

MAST 1010 is an online course therefore makeup assignments are nonexistent. You have a full week to complete your assignments and are expected to do so. I understand that there are instances when life happens and you may not be able to complete an assignment, in those cases I will work with you and make sure you get the assignment done.

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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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 165 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 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 Board/MindTap	10%
Proctored Event: Ethical Issues Research Paper	20%
Work Ethics 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 and 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 health statutes: <ol style="list-style-type: none"> a. Communicable diseases b. Abuse, neglect, and exploitation c. Wounds of violence 	<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>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

Course Number and Name

Spring Semester 2021 (202114) Lesson Plan

Date/Week	Chapter /Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 1 Jan 11-19		First day of class Introduction to syllabus MindTap Instructions Current Events Article Instructions Ethical Issues Report WebEx Meeting – instructions, date and time on this will follow via email on Jan 11, 2021	Read Chapters 1 Work on MindTap for Chapter 1	
Week 2 Jan 18-26	Chapter 1	Chapter 1: The Big Business of Health Care and You <u>Bolded assignments available on 1/18/20 at 8:00 am to 1/26/20 at 11:59 pm</u>	MindTap: Chapter 1 Discussion Board 1	1,3 a,c
Week 3 Jan 25- Feb 2	Chapter 2	Chapter 2: Laws and Regulations You Will Encounter <u>Bolded assignments available on 1/25/20 at 8:00 am to 2/2/20 at 11:59 pm</u>	MindTap: Chapter 2 Current Event Summary 1 Test 1 Chapters 1 and 2	1,3 a,c
Week 4 Feb 3-9	Chapter 3	Chapter 3: From the Constitution to the Courtroom <u>Bolded assignments available on 2/3/20 at 8:00 am to 2/9/20 at 11:59 pm</u>	MindTap: Chapter 3 Discussion Board 2	1,2,3,4 a,c
Week 5 Feb 10-16	Chapter 4	Chapter 4: Criminal Acts and Intentional Torts <u>Bolded assignments available on 2/10/20 at 8:00 am to 1/16/20 at 11:59 pm</u>	MindTap: Chapter 4 Current Event Summary 2 Test 2 Chapters 3 and 4	1,2,3,4 a,c
Week 6 Feb 17-23	Chapter 5	Chapter 5: The Health Record <u>Bolded assignments available on 2/17/20 at 8:00 am to 2/23/20 at 11:59 pm</u>	MindTap: Chapter 5 Discussion Board 3	2,3,4 a,c

Date/Week	Chapter /Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 7 Feb 24- Mar 2	Chapter 6	Chapter 6: Medical Malpractice and Other Lawsuits <u>Bolded assignments available on 2/24/20 at 8:00 am to 3/2/20 at 11:59 pm</u>	MindTap: Chapter 6 Current Event Summary 3 Test 3 Chapters 5 and 6	2,3,4 a,c
Week 8 Mar 3-9	Chapter 7	Chapter 7: The Health Record <u>Bolded assignments available on 3/3/20 at 8:00 am to 3/9/20 at 11:59 pm</u> MIDTERM IS 3/3/20	MindTap: Chapter 7 Discussion Board 4	2,3,4 a,c
Week 9 Mar 10-16	Chapter 8	Chapter 8: Introduction to Ethics <u>Bolded assignments available on 3/10/20 at 8:00 am to 3/16/20 at 11:59 pm</u>	MindTap: Chapter 8 Current Event Summary 4 Test 4 Chapters 7 and 8	2,3,4 a,c
Week 10 Mar 17-23	Chapter 9	Chapter 9: Laws and Ethics of Patient Confidentiality <u>Bolded assignments available on 3/17/20 at 8:00 am to 3/23/20 at 11:59 pm</u> 65% POINT IS 3/22/20	MindTap: Chapter 9 Discussion Board 5	3,4 a,c
Week 11 Mar 24-30	Chapter 10	Chapter 10: Professional Ethics and the Living <u>Bolded assignments available on 3/24/20 at 8:00 am to 3/30/20 at 11:59 pm</u>	MindTap: Chapter 10 Current Event Summary 5 Test 5 Chapters 9 and 10	3,4 a,c
Week 12 Mar 31- Apr 6	Chapter 11	Chapter 11: Birth and the Beginning of Life Work on Ethical Issues Research Paper <u>Bolded assignments available on 3/16/20 at 8:00 am to 4/6/29 at 11:59 pm</u>	MindTap: Chapter 11 Work Ethics Assessment	2,3,4 a,c
SPRING BREAK: APRIL 5 & 6				

Date/Week	Chapter /Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 13 Apr 7-13	Chapter 12	Chapter 12: Death and Dying Work on Ethical Issues Research Paper Bolded assignments available on 4/7/20 at 8:00 am to 4/17/20 at 11:59 pm	MindTap: Chapter 12 Test 6 Chapters 11 and 12	2,3,4 a,c
Week 14 Apr 14-20	Research Paper	Research Paper (Proctored Event, 20% of your grade) STUDY FOR YOUR FINAL!!! Bolded assignments available on 4/14/20 at 8:00 am to 4/20/20 at 11:59 pm	RESEARCH PAPER DUE NO LATE SUBMISSIONS WILL BE ACCEPTED!!!!	2,3,4 a,c
Week 15 Apr 21-27	FINAL	FINAL EXAM		

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.