



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

COURSE INFORMATION

Credit Hours/Minutes: 2/1500
Campus/Class Location: Vidalia Campus/Gillis Building Room 735
Class Meets: Tuesday & Thursday 1:00 – 2:35 pm
CRN: 60069

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 731
Office Hours: Monday through Thursday 3:00 – 5:30 pm
Phone: 912-538-3195
Fax Number: 912-538-3106
Tutoring Hours (if applicable): By appointment

REQUIRED TEXT

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

REQUIRED SUPPLIES & SOFTWARE

Textbook
Notebook
Pens, pencils, highlighters, index cards
McGraw Hill Connect Access
Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course introduces the basic concept of medical assisting and its relationship to the other health fields. 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)

Program Admission

COURSE OUTLINE

1. Introduction to Medical Law for the Medical Assistant

Order	Description	Learning Domain	Level of Learning
1	Differentiate between 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 workers. (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 Anatomical Gift Act f) Living will/advanced directives g) Medical durable power of attorney (DPOA)	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
	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)	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 loquitor 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, 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

2. 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

3. 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. (XI.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 personal ethics and morals have on the delivery of healthcare. (XI.A.1)	Affective	Valuing
8	Report an illegal activity in the healthcare setting following proper protocol. (X.P.6)	Psychomotor	Guided Response

4. 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

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 interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

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

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

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets 2 days a week for 9 weeks, the maximum number of days a student may miss is 2 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, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

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

PREGNANCY

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

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to

the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

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

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

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be 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) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 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

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"> 1. Differentiate between scope of practice and standards of care for medical assistants. 2. Compare and contrast provider and medical assistant roles in terms of standard of care. 3. Describe components of the Health Insurance Portability & Accountability Act (HIPAA) 4. Summarize the Patient Bill of Rights. 5. Discuss licensure and certification as they apply to healthcare providers. 6. Compare criminal and civil law as they apply to the practicing medical assistant 7. Define <ol style="list-style-type: none"> a. Negligence b. Malpractice c. Statute of Limitations d. Good Samaritan Act(s) e. Uniform Anatomical Gift Act f. Living will/Advanced directives g. Medical durable power of attorney h. Patient Self Determination 	<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 style="text-align: center;">Act (PSDA)</p> <p>8. Describe the following types of insurance:</p> <ol style="list-style-type: none"> a. Liability b. Professional (malpractice) c. Personal injury <p>10. Identify:</p> <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) <p>11. Describe the process in compliance reporting:</p> <ol style="list-style-type: none"> a. Unsafe activities b. Errors in patient care c. Conflicts of interest <p>12. Describe compliance with public health statutes:</p> <ol style="list-style-type: none"> a. Communicable diseases b. Abuse, neglect, and exploitation c. Wounds of violence <p>13. Define the following medical legal terms:</p> <ol 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
<p>1. Define:</p> <ol style="list-style-type: none"> a. Ethics b. morals <p>2. Differentiate between personal and professional ethics</p> <p>3. Identify the effect of personal morals on professional performance</p>	<p>1. Develop a plan for separation of personal and professional ethics</p> <p>2. Demonstrate appropriate response(s) to ethical issues.</p>	<p>1. Recognize the impact personal ethics and morals have on the delivery of healthcare</p>

MAST 1010 Legal & Ethical Concerns in the Medical Office
SUMMER SEMESTER 2018 LESSON PLAN
SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
05/15 Tuesday		First Day of Class <ul style="list-style-type: none"> • Introduction to Course • Syllabi, Outline, Rules, & Regulations • Completion of Forms • Connect 	Begin reading Chapter 1 Complete Connect Assignments	
05/17 Thursday	Chapter 1	Chapter 1: Introduction to Law & Ethics Instructions for Research Paper	Complete Learning Outcomes and Chapter Review Questions Research Paper Topic due Tuesday 5/22/18 Complete Connect exercises Read Chapters 2 and 3	1,3 a,c
05/22 Tuesday	Chapter 2 and 3	Chapter 2: Making Ethical Decisions Chapter 3: Working in Health Care Begin working on Current Event Article Summary #1 due 5/24/18.	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Study for Test 1 Chapters 1-3 Research Paper Topic DUE TODAY	1,3 a,c
5/24 Thursday	Chapters 1-3	TEST 1 Chapters 1-3	Begin reading Chapter 4 Complete Connect exercises Current Event Article Summary #1 DUE TODAY	1,2,3 a,c
5/29 Tuesday	Chapter 4	Chapter 4: Law, the Courts, & Contracts Begin working on Current Event Article Summary #2 due 5/31/18	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Read Chapter 5	1 a,c
5/31 Thursday	Chapter 5	Chapter 5: Professional Liability and Medical Malpractice	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Study for Test 2 Chapters 4 and 5 Current Event Article Summary #2 DUE TODAY	2,3,4 a,c
6/5 Tuesday	Chapters 4 & 5	TEST 2 Chapters 4 & 5 Begin working on Current Event Article Summary #3 due 6/7/18	Begin reading Chapter 6 Read Chapter 7 Complete Connect exercises	1,2,3,4 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
6/7 Thursday	Chapter 6	Chapter 6: Defenses to Liability Suits Chapter 7: Medical Records and Informed Consent Have you been working on your research paper? It is due 6/28/18!!!	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Current Event Article Summary #3 DUE TODAY Study for Test 3 Chapters 6 and 7	2,3,4 a,c
6/12 Tuesday	Chapter 7	TEST 3 Chapters 6 & 7 Begin working on Current Events Article Summary #4 due 6/14/18	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Begin reading Chapter 8	2,3,4 a,c
6/14 Thursday	Chapters 6 & 7	Chapter 8: Privacy, Security, and Fraud HIPAA Mid-Term is 6/18/18	Complete Connect exercises Current Event Article Summary #4 DUE TODAY Study for Test 4 Chapter 8 and HIPAA	2,3,4 a,c
6/19 Tuesday	Chapter 8	Test 4: Chapter 8 and HIPAA Begin working on Current Event Article Summary #5 due 6/21/18	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Read Chapter 9	2,3,4 a,c
6/21 Thursday	Chapter 9	Chapter 9: Physicians' Public Duties and Responsibilities 65% point for Summer Semester!!	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Read Chapter 10 Current Event Article Summary #5 DUE TODAY	2,3,4 a,c
6/26 Tuesday	Chapter 10	Chapter 10: Workplace Legalities	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises	2,3,4 a,c
6/28 Thursday		FINISH RESEARCH PAPERS AND TURN IN RESEARCH PAPERS DUE TODAY!!!	Begin reading Chapter 11 Complete Connect exercises Study for Test 5 Chapters 9 and 10	2,3,4 a,c
7/2-7/5		SPRING BREAK!!		

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
7/10 Tuesday	Chapter 9 AND 10	TEST 4 Chapters 9 and 10	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Read Chapter 11	3,4 a,c
7/12 Thursday	Chapter 11	Chapter 11: The Beginning of Life and Childhood	Complete Learning Outcomes and Chapter Review Questions Complete Connect exercises Read Chapter 12	3,4 a,c
7/17 Tuesday	Chapter 12	Chapter 12: Death and Dying	Study for Test 6 Chapters 11 and 12	3,4 a,c
7/19 Thursday	Chapter 11 and 12	TEST 5 Chapters 11 & 12	Prepare for FINAL EXAM!!	
7/24 Tuesday		LAST DAY OF SEMESTER		
7/25-26		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.