



TENTATIVE—SUBJECT TO CHANGE

MAST 1010 Legal and Ethical Concerns in the Medical Office

COURSE SYLLABUS

Online

Summer Semester 2021 (202116)

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

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

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60084

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

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

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)

ENGL 1010, MATH 1012, PSCY 1010, ALHS 1011, ALHS 1090, COLL 1040, ALMA 1000

COURSE OUTLINE

Introduction to Medical Law for the Medical Assistant

1. Differentiate between scope of practice and standards of care for medical assistants. (X.C.1)
2. Locate a state's legal scope of practice for medical assistants. (X.P.1)
3. Compare and contrast provider and medical assistant roles in terms of standard of care. (X.C.2)
4. Describe components of the Health Insurance Portability and Accountability Act (HIPAA). (X.C.3)
5. Apply HIPAA rules in 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. (XI.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:

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.

A final unit test average of 75 is required to be able to take the final exam. Grades of 74.9 will not be rounded up. If you have an average below 75, you will receive a "0" for your final exam 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

COVID-19 Key Symptoms
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 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: Vidalia Campus, Tuesday July 27, 2021 at 10:00 a.m. in room 735 of the Gillis Building and Swainsboro Campus, Wednesday July 28, 2021 at 10:00 a.m. in room 8166 of the Health Sciences Building.

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 pad. 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

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:

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

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"> 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

MAST 1010 Legal and Ethical Considerations in the Medical Office
Summer Semester 2021 (202116) Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 05/17-05/19		First day of class Introduction to syllabus MindTap Instructions Current Events Article Instructions Ethical Issues Report Instructions/Proctored Event Bolded assignments available on 5/17/21 at 8:00 a.m. to 5/19/21 at 11:59 p.m.	Read Chapters 1 and 2 Work on MindTap for Chapters 1 and 2 Discussion Board 1	
Week 2 5/20-5/26	Ch. 1 and 2	Chapter 1: The Big Business of Health Care and You Chapter 2: Laws and Regulations You Will Encounter Bolded assignments available on 5/20/21 at 8:00 a.m. to 5/26/21 at 11:59 p.m.	MindTap Exercises for Chapters 1 and 2 Test 1 Chapter 1 and 2 Work on Current Events Article #1: Read Chapters 3 and 4	1,3 a,c
Week 3 5/27-6/2	Ch. 3 and 4	Chapter 3: From the Constitution to the Courtroom Chapter 4: Criminal Acts and Intentional Torts CURRENT EVENT ARTICLE #1 DUE THIS WEEK Bolded assignments available on 5/27/21 at 8:00 a.m. to 6/2/21 at 11:59 p.m.	MindTap Exercises for Chapters 3 and 4 Discussion Board 2 Test 2 Chapters 3 and 4 Read Chapters 5 and 6	1,2,3,4 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 6/3-6/9	Ch. 5 and 6	Chapter 5: The Health Record Chapter 6: Medical Malpractice and Other Lawsuits <u>Bolded assignments available on 6/3/21 at 8:00 a.m. to 6/9/21 at 11:59 p.m.</u>	MindTap for Chapters 5 and 6 Test 3 Chapters 5 and 6 Work on Current Event Article #2: Read Chapters 7 and 8	2,3,4 a,c
Week 5 6/10-6/16	Ch. 7 and 8	Chapter 7: The Health Record Chapter 8: Introduction to Ethics CURRENT EVENT ARTICLE #2 DUE THIS WEEK <u>Bolded assignments available on 6/10/21 at 8:00 a.m. to 6/16/21 at 11:59 p.m.</u>	MindTap for Chapters 7 and 8 Test 4 Chapters 7 and 8 Discussion Board 3 Read Chapters 9 and 10	2,3,4 a,c
Week 6 6/17-6/23	Ch. 9 and 10	<u>June 17 is MidTerm</u> Chapter 9: Laws and Ethics of Patient Confidentiality Chapter 10: Professional Ethics and the Living <u>Bolded assignments available on 6/17/21 at 8:00 a.m. to 6/23/21 at 11:59 p.m.</u>	MindTap for Chapters 9 and 10. Test 5 Chapters 9 and 10 Work on Current Event Article #3: Read Chapters 11 and 12	3,4 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 6/24-6/30	Ch. 11 and 12	<p>June 18 is the 65% point</p> <p>Chapter 11: Birth and the Beginning of Life</p> <p>Chapter 12: Death and Dying</p> <p>CURRENT EVENT ARTICLE #3 DUE THIS WEEK</p> <p>Bolded assignments available on 6/24/21 at 8:00 a.m. to 6/30/21 at 11:59 p.m.</p>	<p>MindTap for Chapters 11 and 12</p> <p>Discussion Board 4</p> <p>Test 6 Chapters 11 and 12</p> <p>Work on Research Paper!!!</p>	3,4 a,c
SUMMER BREAK 7/5-7/8				
Week 8 7/8-7/14		<p>Work on Ethical Issues Research Paper</p> <p>Work Ethics Assessment is MANDATORY and counts 5% of your grade.</p> <p>Bolded assignments available on 7/8/21 at 8:00 a.m. to 7/14/21 at 11:59 p.m.</p>	<p>Work Ethics Assessment</p> <p>Work on Research Paper!!!</p>	2,3,4 a,c
Week 9 7/15-7/21		<p>Research Paper Due on 7/21 at 11:59!!!! NO LATE SUBMISSIONS WILL BE ACCEPTED!!!!</p> <p>Bolded assignments available on 7/15/21 at 8:00 a.m. to 7/21/21 at 11:59 p.m.</p>	Discussion Board 5	2,3,4 a,c
Week 10 07/22-07/26		<p>Proctored Event: FINAL EXAM</p> <p>The Final Exam will be your Proctored Event for this course. It will be available on the Vidalia campus on Tuesday July 27, 2021 at 10:00 a.m. in room 735 of the Gillis Building and on the Swainsboro campus on Wednesday July 28, 2021 at 10:00 am in room 8166 of the Health Sciences Building.</p>	Final Exam	

COMPETENCY AREAS:

1. Introduction to Medical Law for the Medical Assistant
2. Physician/Patient Relationship
3. Ethical Considerations

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> <p>_____ Points Given</p>	<p>45 Points 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>33.75 Points Article summary is substantial in content. Author shows some insight and generic analysis has taken place. Some plagiarizing.</p>	<p>22.5 Points Article summary is general. Information is generic and there is no insight and analysis on the subject. Mostly plagiarized.</p>	<p>11.25 Points 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> <p>_____ Points Given</p>	<p>25 Points Information given in summary is in a well-organized, well thought out manner and easy to follow. From a reliable news source.</p>	<p>18.75 Points Information given in summary is generally organized and the reader is able to follow with little difficulty. From a reliable news source.</p>	<p>12.5 Points Information given in summary is somewhat organized and the reader has difficulty following it. From a questionable news source.</p>	<p>6.25 Points 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> <p>_____ Points Given</p>	<p>20 Points 1 or 2 grammatical and/or spelling errors</p>	<p>15 Points 3 to 5 grammatical and/or spelling errors</p>	<p>10 Points 5 or more grammatical and/or spelling errors</p>	<p>5 Points So many grammatical and/or spelling errors that the reader cannot understand the summary</p>
<p>Formatting 10 Points</p> <p>_____ Points Given</p>	<p>10 Points All formatting instructions were followed *Correct margins *Correct spacing *12 Point Calibri Font *Correct length (full page) *article within last 6 months</p>	<p>7.5 Points 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>5 Points 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>2.5 Points 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>COVER SHEET: 5 POINTS</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>CONTENT: 65 POINTS</p>	<p>You will receive up to 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 up to 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 up to 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 up to 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>LENGTH: 10 POINTS</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>GRAMMAR/SPELLING: 10 POINTS</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>WORK CITED PAGE: 10 POINTS</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>

Current Events Article Summary

You will be expected to turn in a total of 3 current event article summaries throughout the semester on dates assigned in the lesson plan in the syllabus. The articles you choose should coincide with the topic you chose for your ethical issues research paper. Doing it this way will aid in the research for your paper. A **CURRENT** event is one that has been published within the last 6 months and pertains to **an ethical or legal healthcare issue**.

The format should be used each time you submit your article summary. Your summary should be typed in 12 point, Calibri font, double-spaced, and at least one page (200 words) in length. Do not turn in a handwritten summary. If you do you will receive a zero for the assignment. Do not turn in an article summary via text message. If you do you will receive a zero for the assignment. Submit summaries with article link referenced at the end of the summary via dropbox in Blackboard.

You may choose your article from any **RELIABLE** news source including any of the following locations:

1. CMA Today Magazine: They are available in the Library or your instructor has copies in the classroom.
2. www.abcnews.com; www.foxnews.com; www.cnn.com; www.nbcnews.com; www.usatoday.com Go to any of these sites and then go to the Health tab and choose an article from there.
3. Google is always a great place to find articles.
4. Any newspaper, in print or online.

You need to be sure your article is long enough to summarize and get enough information from. Your finished summary should a minimum of two paragraphs summarizing the article and a minimum of two paragraphs describing your reaction to the article itself as well as the URL from the site or the article itself.

When grading your summary the following will be taken into account:

Critical Thinking (45%): Your article should be rich in content, show that you have an understanding of the content, with insight and analysis of the subject. **NO PLAGIARIZING!!**

Organization (25%): The information is given in a well-organized, well thought out manner and easy to follow. **FROM A RELIABLE NEWS SOURCE!**

Grammar/Spelling/Punctuation (20%): The fewer errors you have, the better your grade will be. Keep in mind that the spelling, grammar, and punctuation enable the reader to read and comprehend the summary.

Formatting (10%): Be sure to follow the formatting guidelines listed in the beginning of this instruction sheet. Correct margins, spacing, font, length, and time frame.

ETHICAL ISSUES REPORT

An Ethical Issues Report will be due as specified on the lesson plan for this course. This is **NOT** the same as the article summaries you will do weekly. You should research your chosen topic and compile information that you will use to write your paper (Be sure to highlight passages that you intend to use).

DO NOT wait until the week before the paper is due to begin your research. That will not be enough time to do your research and write your paper. There are always references available in the library (Internet, books, encyclopedias, etc.). You can also do research from home. The only website that is off limits is WIKIPEDIA, DO NOT USE IT!!!!

REPORT FORMAT

The report must be 500 words in length (and yes, I do count them!). It is to be typed and double-spaced. You have to use size 12 Calibri font and have 1-inch margins on all four sides of the sheet. Deductions will be made if these criteria are not met. You will be required to have a cover page listing your name, instructor's name, the date, the title of your paper, and the name of the course. **There will be an automatic 5-point deduction if there is no cover page.** You will also be required to have a Work Cited page. This page lists the references you used for your paper. It should be in MLA or APA format. If you do not know what MLA or APA format is, I suggest you look it up. **There will be an automatic 10-point deduction if there is no Work Cited page.**

Be sure to answer the following questions as you are writing your report. It may be easier to write a paragraph answering each of the questions below, that way you do not leave anything out. You must have an introduction paragraph and then at least one paragraph pertaining to each of the following sections listed:

- 1. What are the pros and cons of my topic?**
 - a. If you have 3 pros, try to have 3 cons. If there are only pros or only cons, then write something like "I have not been able to find any pros/cons to (your topic)". Just be sure to show it in your paper.
- 2. What is your stand on the issue?**
 - a. Justify or defend your stand. Why do you feel the way you do?
- 3. What are the possible legal and/or ethical implications of my topic?**

- a. In dealing with certain topics, some may be illegal and some may not. If it is illegal, what would happen if someone got caught? If it is legal, just write something like “there are no legal implications dealing with my topic”.
- b. If there are no legal implications, check on any ethical implications. Is this morally right? What are the ethics dealing with my topic?

4. How would this topic affect me as a healthcare professional? Would it change the way you perform your job?

- a. Some of the topics would not have any bearing on your job. If so, say so.
- b. If this particular topic would have any effect on your job, tell what it might be.

5. Does this topic affect you personally?

- a. If so, then why?
- b. If it does not affect you personally, tell me it does not.

Your report will be due in Blackboard on the date specified. If it is not submitted in Blackboard, it will not be accepted. Keep your references, I may ask for them when I am grading your paper.

When I grade your paper, I will be looking through it to answer the above listed questions. Your grade for content is based on answering all 5 of them, and how well you answer them.

The report will be graded on the following scale:

Content	65%
Length	10%
Spelling	10%
Reference	10%
Cover Sheet	5%

****SUGGESTED TOPICS FOR ETHICAL ISSUES REPORT****

1. Medical mistakes
2. Euthanasia
3. Physical abuse
4. Universal Healthcare
5. Organ donors and transplants
6. Healthcare/Insurance Fraud
7. Misdiagnosis or medical malpractice
8. Vaccines
9. Harvesting of embryos / Stem cell research
10. Genetic counseling/designer babies
11. Fetal tissue research
12. Sterilization
13. Surrogate motherhood
14. Medicinal marijuana
15. Life support/withholding lifesaving treatments
16. Forced mental health treatment
17. Tuskegee Syphilis Study
18. Animal Experimentation