

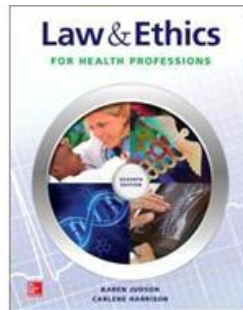


**MAST 1010  
Legal & Ethical Concerns in  
the Medical Office  
Summer Semester 2017**

Semester: Summer 2017  
Course Title: Legal/Ethical Concerns in the Medical Office  
Course Number: MAST 1010  
Credit Hours/ Minutes: 2/1500  
Class Location: Room 735, Gillis Building  
Class Meets: T/R 1:00-2:35  
CRN: 60095

Instructor: Stephannie Waters, BAS, CMA (AAMA)  
Office Hours: T/R 3:00-5:30, Wednesday 1:00-5:00  
Office Location: Room 731, Gillis Building  
Email Address: [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu)  
Phone: 912-538-3195  
Fax Number: 912-538-3106  
Tutoring Hours: By appointment only

**REQUIRED TEXT: Law and Ethics for the Health Professions, 7<sup>th</sup> Ed.  
McGraw-Hill: ISBN # 978-0-07-351383-6**



**REQUIRED SUPPLIES & SOFTWARE:**

- Textbook
- Notebook
- Pen/pencil/highlighter
- McGraw Hill Connect

**COURSE DESCRIPTION:** Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

**MAJOR COURSE COMPETENCIES:**

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

**PREREQUISITE(S):** Program Admission

## **COURSE OUTLINE:**

### Introduction to Medical Law for the Medical Assistant

1. Differentiate between scope of practice and standards of care for medical assistants. (X.C.1)
2. Locate a state's legal scope of practice for medical assistants. (X.P.1)
3. Compare and contrast provider and medical assistant roles in terms of standard of care (X.C.2)
4. Describe components of the Health Insurance Portability and Accountability Act (HIPAA) (X.C.3)
5. Apply HIPAA rules in regard to : a. privacy, b. release of information (X.P.2)
6. Summarize the Patient Bill of Rights. (X.C.4)
7. Apply the Patient's Bill of Rights as it relates to: a. choice of treatment, b. consent for treatment, c. refusal of treatment. (X.P.4)
8. Discuss licensure and certification as they apply to healthcare providers. (X.C.5)
9. Describe the following types of insurance: a. liability, b. professional (malpractice) c. personal injury (X.C.8)
10. Compare criminal law and civil law (e.g. Tort law) as they apply to the practicing medical assistant. (X.C.6)
11. Define a. negligence, b. malpractice, c. statute of limitations, d. Good Samaritan Act(s) e. Uniform Anatomical Gift Act, f. living will/advanced directives, g. medical durable power of attorney (DPOA), h. Patient Self Determination Act (PSDA) i. risk management (X.C.7)
12. Identify: a. Health Information Technology for Economic and Clinical Health (HITECH) Act, b. Genetic Information Nondiscrimination Act of 2008 (GINA), c. Americans with Disabilities Act Amendments Act (ADAAA). (X.C.10)
13. Protect the integrity of the medical record. (X.A.2)
14. Define the following medical legal terms: a. informed consent, b. implied consent, c. expressed consent, d. patient incompetence, e. emancipated minor, f. mature minor, g. subpoena duces tecum, h. respondeat superior, i. res ipsa loquitor, j. locum tenens, k. defendant-plaintiff, l. deposition, m. arbitration-mediation, n. Good Samaritan Laws. (X.C.13)
15. Describe compliance with public health statutes: a. communicable diseases, b. abuse, neglect, and exploitation, c. wounds of violence. (X.C.12)
16. Perform compliance reporting based on public health statutes. (X.P.5)
17. Describe the ownership and apply the legal doctrine of privileged communication to the contents of the medical record.

### Physician/Patient/Assistant Relationship

1. Define the physician/patient/assistant relationship regarding initiation and termination.
2. Display sensitivity to patient rights. (X.A.1)
3. Display awareness of the consequences of not working within the legal scope of practice.

### Ethical Considerations

1. Define: a. ethics, b. morals. (XI.C.1)
2. Differentiate between personal and professional ethics. (XI.C.2)
3. Demonstrate appropriate response(s) to ethical issues. (XI.P.2)
4. Describe the process in compliance reporting: a. unsafe activities, b. errors in patient care, c. conflicts of interest. (X.C.11a,b,c)
5. Identify the effect of personal morals on professional performance. (XI.C.3)
6. Develop a plan for separation of personal and professional ethics. (XI.P.1)
7. Recognize the impact personal ethics and morals have on the delivery of healthcare. (XI.A.1)
8. Report an illegal activity in the healthcare setting following proper protocol. (X.P.6)

### Bio-Ethical Issues

1. Characterize pertinent bio-ethical issues.
2. Compare and contrast arguments regarding abortions.

**GENERAL EDUCATION CORE COMPETENCIES:**

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

**STUDENT REQUIREMENTS:**

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

Critical thinking is also a necessary part of the learning process in this course. The student is expected to complete all critical thinking assignments prior to class. Situations will be included on tests in order to test critical thinking ability.

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

**A final unit test average of 75 or above is required to sit for the final exam. Students who meet this requirement must take the final exam. Failure to do so will result in a grade of zero for the exam. Due date for the final exam are located in the lesson plan portion of this syllabus. No make ups will be allowed. No assignment opportunities will be given for extra credit.**

Use of proper grammar, correct spelling, and writing principles is expected in all work. Full credit will not be granted for work that contains grammar or spelling errors.

**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.

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

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

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

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

**For this class, which meets 2 days per week for a total of 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](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

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

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

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

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

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

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.**

**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 at the end of the semester on a date to be determined by the instructor. There will be **NO** exceptions to this policy. Lowest exam grades are not dropped.

**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:

##### **--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.

##### **--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.

**--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 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:

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

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY**

Tests	40%
Current Events	10%
Research Paper	20%
Work Ethics Assess.	5%
Final Exam	25%
	100%

**GRADING SCALE**

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59

**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.*

**Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirements**

Cognitive (Knowledge Base) X.C Legal Implications	Psychomotor (Skills) X.P Legal Implications	Affective (Behavior) X.A Legal Implications
<ol style="list-style-type: none"> <li>1. Differentiate between scope of practice and standards of care for medical assistants.</li> <li>2. Compare and contrast provider and medical assistant roles in terms of standard of care.</li> <li>3. Describe components of the Health Insurance Portability &amp; Accountability Act (HIPAA)</li> <li>4. Summarize the Patient Bill of Rights.</li> <li>5. Discuss licensure and certification as they apply to healthcare providers.</li> <li>6. Compare criminal and civil law as they apply to the practicing medical assistant</li> <li>7. Define               <ol style="list-style-type: none"> <li>a. Negligence</li> <li>b. Malpractice</li> <li>c. Statute of Limitations</li> <li>d. Good Samaritan Act(s)</li> <li>e. Uniform Anatomical Gift Act</li> <li>f. Living will/Advanced directives</li> <li>g. Medical durable power of attorney</li> <li>h. Patient Self Determination Act (PSDA)</li> </ol> </li> <li>8. Describe the following types of insurance:               <ol style="list-style-type: none"> <li>a. Liability</li> <li>b. Professional (malpractice)</li> <li>c. Personal injury</li> </ol> </li> <li>9.</li> <li>10. Identify:               <ol style="list-style-type: none"> <li>a. Health Information Technology for Economic and Clinical Health (HITECH) Act</li> <li>b. Genetic Information Nondiscrimination Act of 2008 (GINA)</li> <li>c. Americans with Disabilities Act Amendments Act (ADAAA)</li> </ol> </li> <li>11. Describe the process in compliance reporting:               <ol style="list-style-type: none"> <li>a. Unsafe activities</li> <li>b. Errors in patient care</li> <li>c. Conflicts of interest</li> <li>d.</li> </ol> </li> <li>12. Describe compliance with public health statutes:               <ol style="list-style-type: none"> <li>a. Communicable diseases</li> <li>b. Abuse, neglect, and exploitation</li> <li>c. Wounds of violence</li> </ol> </li> <li>13. Define the following medical legal terms:               <ol style="list-style-type: none"> <li>d. Informed consent</li> <li>e. Implied consent</li> <li>f. Expressed consent</li> <li>g. Patient incompetence</li> <li>h. Emancipated minor</li> <li>i. Mature minor</li> <li>j. Subpoena duces tecum</li> <li>k. Respondent superior</li> <li>l. Res ipsa loquitor</li> <li>m. Locum tenens</li> <li>n. Defendant-plaintiff</li> <li>o. Deposition</li> <li>p. Arbitration-mediation</li> <li>q. Good Samaritan laws</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Locate a state's legal scope of practice for medical assistants.</li> <li>2. Apply HIPAA rules in regard to:               <ol style="list-style-type: none"> <li>a. Privacy</li> <li>b. Release of information</li> </ol> </li> <li>3.</li> <li>4. Apply the Patient's Bill of Rights as it relates to:               <ol style="list-style-type: none"> <li>a. Choice of treatment</li> <li>b. Consent for treatment</li> <li>c. Refusal of treatment</li> </ol> </li> <li>5. Perform compliance reporting based on public health statutes</li> <li>6. Report an illegal activity in the healthcare setting following proper protocol</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrate sensitivity to patient rights</li> <li>2. Protect the integrity of the medical record.</li> </ol>
Cognitive (Knowledge Base) XI.C Ethical Considerations	Psychomotor (Skills) XI.P Ethical Considerations	Affective (Behavior) XI.A Ethical Considerations
<ol style="list-style-type: none"> <li>1. Define:               <ol style="list-style-type: none"> <li>a. Ethics</li> <li>b. morals</li> </ol> </li> <li>2. Differentiate between personal and professional ethics</li> <li>3. Identify the effect of personal morals on professional performance</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop a plan for separation of personal and professional ethics</li> <li>2. Demonstrate appropriate response(s) to ethical issues.</li> </ol>	<ol style="list-style-type: none"> <li>1. Recognize the impact personal ethics and morals have on the delivery of healthcare</li> </ol>

**Legal and Ethical Concerns in the Medical Office**  
**MAST 1010**  
**SUMMER SEMESTER 2017 LESSON PLAN**  
**Subject to Change at Instructor's Discretion**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
<b>Week 1 ( )</b>				
5/18		<b>First Day of Class</b> <ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Syllabi, Outline, Rules &amp; Regulations</li> <li>• Completion of Forms</li> <li>• Connect</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 1</li> <li>• Complete Connect assignments</li> </ul>	
5/23	1	<b>Chapter 1: Introduction to Law and Ethics</b>  Instructions for Research Paper	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Research Paper Topic due Thursday 5/25/17</li> <li>• Read Chapter 2 &amp; 3</li> <li>• Complete Connect assignments</li> </ul>	1 A,C
5/25	2, 3	<b>Chapter 2: Making Ethical Decisions</b> <b>Chapter 3: Working in Health Care</b> Begin working on Current Event Article #1 due 6/1/17	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Study for Test 1, Chapters 1-3</li> <li>• Research Paper Topic Due TODAY!</li> </ul>	2 A,C
5/30	1-3	TEST 1 Chapters 1-3	<ul style="list-style-type: none"> <li>• <b>Test 1 Chapters 1-3</b></li> <li>• Read Chapter 4</li> <li>• Current Event Article #1 due TODAY!</li> </ul>	1,2,3 A,C
6/1	4	<b>Chapter 4: Law, the Courts, &amp; Contracts</b>	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Read Chapter 5</li> </ul>	2,3 A,C
6/6	5	<b>Chapter 5: Professional Liability and Medical Malpractice</b>	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Study for Test 2, Chapters 4 &amp; 5</li> </ul>	2,3 A,C
6/8	4,5	TEST 2 Chapters 4 & 5 Begin working on Current Event Article Summary #2 due 6/15/17	<ul style="list-style-type: none"> <li>• <b>Test 2 Chapters 4 &amp; 5</b></li> <li>• Read Chapter 6</li> </ul>	2,3 A,C
6/13	6	<b>Chapter 6: Defenses to Liability Suits</b>  <a href="#">Have you been working on your research paper?? It is due 7/11/17 ☺</a>	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Current Event Article Summary #2 due TODAY!</li> <li>• Read Chapter 7</li> </ul>	2,3 A,C
6/15	7	<b>Chapter 7: Medical Records and Informed Consent</b>	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Study for Test 3 Chapters 6 &amp; 7</li> </ul>	2,3 A,C
6/20	6, 7	TEST 3 Chapters 6 & 7	<ul style="list-style-type: none"> <li>• <b>Test 3 Chapters 6 &amp; 7</b></li> <li>• Read Chapter 8</li> </ul>	2,3 A,C
6/22	8	<b>Chapter 8: Privacy, Security, and Fraud HIPAA</b> Begin working on Current Event Article Summary #3 due on 7/18/17	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Review Questions</li> <li>• Complete Connect assignments</li> <li>• Study for Test 4, Chapter 8 &amp; HIPAA</li> </ul>	2,3 A,C

6/27	9	<b>Chapter 9: Physicians' Public Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Read Chapter 10</li> </ul>	2,3 A,C
6/29	10	<b>Chapter 10: Workplace Legalities</b>	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Study for Test 5, Chapters 9 &amp; 10</li> </ul>	2,3 A,C
7/4-7/6		<b>SUMMER BREAK!</b>		
7/11		TEST 4 Chapters 8-10	<ul style="list-style-type: none"> <li>• <b>Test 4 Chapters 8-10</b></li> </ul>	
7/13		<b>RESEARCH PAPER DUE TODAY!!</b>	<ul style="list-style-type: none"> <li>• Read Chapter 11</li> </ul>	2,3 A,C
7/18	11	<b>Chapter 11: The Beginning of Life &amp; Childhood</b>	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Read Chapter 12</li> </ul>	2,3,4 A,C
7/20	12	<b>Chapter 12: Death &amp; Dying</b>	<ul style="list-style-type: none"> <li>• Complete Learning Outcomes and Chapter Review Questions</li> <li>• Complete Connect assignments</li> <li>• Study for Test 6, Chapters 11 &amp; 12</li> </ul>	2,3,4 A,C
7/25	11,12	TEST 6 Chapters 11 & 12	<ul style="list-style-type: none"> <li>• <b>Test 6 Chapters 11 &amp; 12</b></li> <li>• <b>PREPARE FOR FINAL EXAM</b></li> </ul>	2,3,4 A,C
8/1			<ul style="list-style-type: none"> <li>• <b>FINAL EXAM</b></li> </ul>	

**\* Competency Areas:**

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.