



**TENTATIVE—SUBJECT TO CHANGE**

**MAST 1010 Legal and Ethical Concerns in the Medical Office  
COURSE SYLLABUS  
Online  
Summer Semester 202016**

**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): 60101

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

**INSTRUCTOR CONTACT INFORMATION**

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

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

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

Office Hours: Available by email only

Phone: (912) 538-3195

Fax Number: (912) 538-3106

Tutoring Hours (if applicable): By appointment only

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntechnical.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntechnical.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Law, Liability, and Ethics 6<sup>th</sup> edition

Cengage Publishing

MindTap Access

Cengage Unlimited

International Standard Book Number (ISBN): 9780357700044

**REQUIRED SUPPLIES AND 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 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, 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.

## **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, \(mgayatsoutheasternteChaptersedu\)](mailto:mgayatsoutheasternteChaptersedu), 478-289-2274, Building 1, Room 1210.  
**Vidalia Campus:** [Helen Thomas, \(hthomasatsoutheasternteChaptersedu\)](mailto:hthomasatsoutheasternteChaptersedu), 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, \(mgayatsoutheasternteChaptersedu\)](mailto:mgayatsoutheasternteChaptersedu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas, \(hthomasatsoutheasternteChaptersedu\)](mailto:hthomasatsoutheasternteChaptersedu), 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

**Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it.**

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the 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. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing).** If the event is scheduled during final exams, any student who misses the

**event will be issued an “F” (Failing) for the course.**

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

**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 Events Summaries                        | 10%        |
| Discussion Boards/MindTap                       | 10%        |
| (Proctored Event) Ethical Issues Research Paper | 20%        |
| Work Ethics Assessment                          | 5%         |
| Final Exam                                      | 20%        |

## GRADING SCALE

| Letter Grade | Range  |
|--------------|--------|
| A            | 90-100 |
| B            | 80-89  |
| C            | 70-79  |
| D            | 60-69  |
| F            | 0-59   |



## CORE CURRICULUM

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

| Cognitive (Knowledge Base)<br>X.C Legal Implications  | Psychomotor (Skills)<br>X.P Legal Implications   | Affective (Behavior)<br>X.A Legal Implications  |
|---|--|---|
| <ol style="list-style-type: none"> <li>1. Differentiate between scope of practice and standards of care for medical assistants.</li> <li>2. Compare and contrast provider and medical assistant roles in terms of standard of care.</li> <li>3. Describe components of the Health Insurance Portability and Accountability Act (HIPAA)</li> <li>4. Summarize the Patient Bill of Rights.</li> <li>5. Discuss licensure and certification as they apply to healthcare providers.</li> <li>6. Compare criminal and civil law as they apply to the practicing medical assistant</li> <li>7. Define               <ol style="list-style-type: none"> <li>a. Negligence</li> <li>b. Malpractice</li> <li>c. Statute of Limitations</li> <li>d. Good Samaritan Act(s)</li> <li>e. Uniform Anatomical Gift Act</li> <li>f. Living will/Advanced directives</li> <li>g. Medical durable power of attorney</li> <li>h. Patient Self Determination Act (PSDA)</li> </ol> </li> <li>8. Describe the following types of insurance:               <ol style="list-style-type: none"> <li>a. Liability</li> <li>b. Professional (malpractice)</li> <li>c. Personal injury</li> </ol> </li> <li>10. Identify:               <ol style="list-style-type: none"> <li>a. Health Information Technology for Economic and Clinical Health (HITECH) Act</li> <li>b. Genetic Information Nondiscrimination Act of 2008 (GINA)</li> <li>c. Americans with Disabilities Act Amendments Act (ADAAA)</li> </ol> </li> <li>11. Describe the process in compliance reporting:               <ol style="list-style-type: none"> <li>a. Unsafe activities</li> <li>b. Errors in patient care</li> <li>c. Conflicts of interest</li> </ol> </li> <li>12. Describe compliance with public health statutes:               <ol style="list-style-type: none"> <li>a. Communicable diseases</li> <li>b. Abuse, neglect, and exploitation</li> <li>c. Wounds of violence</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>1. Locate a state's legal scope of practice for medical assistants.</li> <li>2. Apply HIPAA rules in regard to:               <ol style="list-style-type: none"> <li>a. Privacy</li> <li>b. Release of information</li> </ol> </li> <li>3.</li> <li>4. Apply the Patient's Bill of Rights as it relates to:               <ol style="list-style-type: none"> <li>a. Choice of treatment</li> <li>b. Consent for treatment</li> <li>c. Refusal of treatment</li> </ol> </li> <li>5. Perform compliance reporting based on public health statutes</li> <li>6. Report an illegal activity in the healthcare setting following proper protocol</li> </ol> | <ol style="list-style-type: none"> <li>1. Demonstrate sensitivity to patient rights</li> <li>2. Protect the integrity of the medical record.</li> </ol> |

| Cognitive (Knowledge Base)<br>X.C Legal Implications   | Psychomotor (Skills)<br>X.P Legal Implications  | Affective (Behavior)<br>X.A Legal Implications  |
|--|---|---|
| <p><b>13. Define the following medical legal terms:</b></p> <ul style="list-style-type: none"> <li>d. Informed consent</li> <li>e. Implied consent</li> <li>f. Expressed consent</li> <li>g. Patient incompetence</li> <li>h. Emancipated minor</li> <li>i. Mature minor</li> <li>j. Subpoena duces tecum</li> <li>k. Respondent superior</li> <li>l. Res ipsa loquitor</li> <li>m. Locum tenens</li> <li>n. Defendant-plaintiff</li> <li>o. Deposition</li> <li>p. Arbitration-mediation</li> <li>q. Good Samaritan laws</li> </ul> |   |   |
| Cognitive (Knowledge Base)<br>XI.C Ethical Considerations  | Psychomotor (Skills)<br>XI.P Ethical Considerations   | Affective (Behavior)<br>XI.A Ethical Considerations   |
| <ul style="list-style-type: none"> <li>1. Define: <ul style="list-style-type: none"> <li>a. Ethics</li> <li>b. morals</li> </ul> </li> <li>2. Differentiate between personal and professional ethics</li> <li>3. Identify the effect of personal morals on professional performance</li> </ul>   | <ul style="list-style-type: none"> <li>1. Develop a plan for separation of personal and professional ethics</li> <li>2. Demonstrate appropriate response(s) to ethical issues.</li> </ul> | <ul style="list-style-type: none"> <li>1. Recognize the impact personal ethics and morals have on the delivery of healthcare</li> </ul> |

# MAST 1010 Legal and Ethical Considerations in the Medical Office

## Summer Semester 2020 Lesson Plan

| Date/Week           | Chapter/Lesson   | Content   | Assignments and Tests<br>Due Dates  | Competency<br>Area |
|---------------------|------------------|---|---|--------------------|
| Week 1<br>5/26-5/28 |                  | First day of class<br>Introduction to syllabus<br>MindTap Instructions<br>Current Events Article Instructions<br>Ethical Issues Report<br>Instructions/Proctored Event            | <b>Read</b> Chapters 1 and 2<br>Work on MindTap for Chapters 1 and 2<br><br><b>Discussion Board 1</b> will be available 5/26 at 8:00 a.m. until 5/27 at 11:59 p.m.  |                    |
| Week 2<br>6/1-6/4   | Chapters 1 and 2 | Chapter 1: The Big Business of Health Care and You<br><br>Chapter 2: Laws and Regulations You Will Encounter  | <b>MindTap</b> Exercises for Chapters 1 and 2 are due on 6/4 at 11:59 p.m.<br><br><b>Discussion Board 2</b> will be available 6/1 at 8:00 a.m. until 6/2 at 11:59 p.m.<br><br><b>Test 1 Chapter 1 and 2 available 6/3 at 8:00 a.m. until 6/4 at 11:59 p.m.</b><br><br>Work on <b>Current Events Article #1</b> : Due 6/11 at 11:59<br><br>Read Chapters 3 and 4 | 1,3<br>a,c         |
| Week 3<br>6/8-6-11  | Chapters 3 and 4 | Chapter 3: From the Constitution to the Courtroom<br><br>Chapter 4: Criminal Acts and Intentional Torts<br><br><b>CURRENT EVENT ARTICLE #1 DUE THIS WEEK ON 6/11 at 11:59!!!!</b> | <b>MindTap</b> Exercises for Chapters 3 and 4 are due 6/11 at 11:59 p.m.<br><br><b>Test 2 Chapters 3 and 4 available on 6/10 at 8:00 a.m. until 6/11 at 11:59 p.m.</b><br><br><b>Read</b> Chapters 5 and 6  | 1,2,3,4<br>a,c     |

| Date/Week           | Chapter/Lesson   | Content  | Assignments and Tests<br>Due Dates   | Competency<br>Area |
|---------------------|------------------|--|--|--------------------|
| Week 4<br>6/15-6/18 | Chapters 5 and 6 | Chapter 5: The Health Record<br><br>Chapter 6: Medical Malpractice and Other Lawsuits  | <b>Mindtap</b> for Chapters 5 and 6 due 6/18 at 11:59 p.m.<br><br><b>Discussion Board 3</b> available 6/15 at 8:00 a.m. until 6/16 at 11:59 p.m.<br><br><b>Test 3 Chapters 5 and 6 available on 6/17 at 8:00 a.m. until 6/18 at 11:59 p.m.</b><br><br>Work on <b>Current Event</b> Article #2: Due on 6/25 at 11:59 p.m.<br><br><b>Read</b> Chapters 7 and 8 | 2,3,4<br>a,c       |
| Week 5<br>6/22-6/25 | Chapters 7 and 8 | Chapters 7: The Health Record<br><br>Chapter 8: Introduction to Ethics<br><br><b>CURRENT EVENT ARTICLE #2 DUE THIS WEEK ON 6/25 at 11:59</b> | <b>MindTap</b> for Chapters 7 and 8 due 6/25 at 11:59 p.m.<br><br><b>Test 4 Chapters 7 and 8 available on 6/24 at 8:00 a.m. until 6/25 at 11:59 p.m.</b><br><br>Read Chapters 9 and 10   | 2,3,4<br>a,c       |
| Week 6<br>6/29-7/2  | Chapter 9        | Chapter 9: Laws and Ethics of Patient Confidentiality  | <b>MindTap</b> for Chapters 9 and 10 due 7/9 at 11:59 p.m.<br><br><b>Discussion Board 4</b> available 6/29 at 8:00 a.m. until 6/30 at 11:59<br><br>Work on <b>Current Event</b> Article #3: Due on 7/9 at 11:59<br><br><b>Read</b> Chapters 11 and 12  | 3,4<br>a,c         |

| <b>Date/Week</b>       | <b>Chapter/Lesson</b>            | <b>Content</b>  | <b>Assignments and Tests<br/>Due Dates</b>  | <b>Competency<br/>Area</b> |
|------------------------|----------------------------------|---|---|----------------------------|
| Week 7<br>7/7-7/9      | Chapter 10                       | Chapter 10: Professional Ethics and the Living<br><br><b>CURRENT EVENT ARTICLE #3 DUE THIS WEEK ON 7/9 at 11:59 p.m.</b>  | <b>MindTap</b> for Chapters 9 and 10 due 7/9 at 11:59 p.m.<br><br><b>Test 5 Chapters 9 and 10 available on 7/8 at 8:00 until 7/9 at 11:59 p.m.</b><br><br>Work on Research Paper!!! | 3,4<br>a,c                 |
| Week 8<br>7/13-7/16    | Chapter 11                       | Chapter 11: Birth and the Beginning of Life<br><br>Work on Ethical Issues Research Paper<br><br><b>Work Ethics Test is MANDATORY and counts 5% of your grade.</b> | <b>MindTap</b> for Chapters 11 and 12 due 7/28 at 11:59 p.m.<br><br><b>Work Ethics Test</b> available 7/15 at 8:00 a.m. until 7/16 at 11:59 p.m.<br><br>Work on Research Paper!!!   | 2,3,4<br>a,c               |
| Week 9<br>7/20-7/23    | Chapter 12<br><br>Research Paper | Chapter 12: Death and Dying<br><br>Research Paper Due on 7/22 at 11:59!!!! NO LATE SUBMISSIONS WILL BE ACCEPTED!!!!   | <b>MindTap</b> for Chapters 11 and 12 due 7/28 at 11:59 p.m.<br><br><b>Discussion Board 5</b> available 7/20 at 8:00 a.m. until 7/21 at 11:59 p.m.                                  | 2,3,4<br>a,c               |
| Week 10<br>7/27 - 7/28 | Chapters 11 &<br>12              | <b>Test 6</b>   | <b>Test 6 Chapters 11 and 12 available 7/27 at 8:00 until 7/28 at 11:59 p.m.</b>  | 2,3,4<br>a,c               |
| 7/29 – 7/30            | Final Exam                       | <b>FINAL EXAM</b>   | <b>Final Exam available 7/29 at 8:00 a.m. until 7/30 at 11:59 p.m.</b>  |                            |

**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.

## MAST 1010 ARTICLE SUMMARY RUBRIC

| Criteria   | Outstanding  | Proficient  | Basic   | Below Expectations  |
|--|--|---|---|---|
| <p>Critical Thinking<br/>45 Points</p> <p>_____ Points<br/>Given</p> | <p><b>45 Points</b><br/>Article summary is rich in content. Author has a grasp of the content and shows insight and great analysis of the subject. No plagiarizing.</p>                                      | <p><b>33.75 Points</b><br/>Article summary is substantial in content. Author shows some insight and generic analysis has taken place. Some plagiarizing.</p>  | <p><b>22.5 Points</b><br/>Article summary is general. Information is generic and there is no insight and analysis on the subject. Mostly plagiarized.</p>   | <p><b>11.25 Points</b><br/>Article summary is less than is required by instructor. No analysis or insight is displayed by the author. All plagiarized.</p>  |
| <p>Organization<br/>25 Points</p> <p>_____ Points<br/>Given</p>      | <p><b>25 Points</b><br/>Information given in summary is in a well-organized, well thought out manner and easy to follow. From a reliable news source.</p>  | <p><b>18.75 Points</b><br/>Information given in summary is generally organized and the reader is able to follow with little difficulty. From a reliable news source.</p>  | <p><b>12.5 Points</b><br/>Information given in summary is somewhat organized and the reader has difficulty following it. From a questionable news source.</p>   | <p><b>6.25 Points</b><br/>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<br/>20 Points</p> <p>_____ Points<br/>Given</p>           | <p><b>20 Points</b><br/>1 or 2 grammatical and/or spelling errors</p>  | <p><b>15 Points</b><br/>3 to 5 grammatical and/or spelling errors</p>   | <p><b>10 Points</b><br/>5 or more grammatical and/or spelling errors</p>  | <p><b>5 Points</b><br/>So many grammatical and/or spelling errors that the reader cannot understand the summary</p>   |
| <p>Formatting<br/>10 Points</p> <p>_____ Points<br/>Given</p>        | <p><b>10 Points</b><br/>All formatting instructions were followed<br/>*Correct margins<br/>*Correct spacing<br/>*12 Point Calibri Font<br/>*Correct length (full page)<br/>*article within last 6 months</p> | <p><b>7.5 Points</b><br/>3 of the 4 formatting instructions were followed<br/>*Correct margins<br/>*Correct spacing<br/>*12 Point Calibri Font<br/>*Correct length (full page)<br/>* article within last 6 months</p> | <p><b>5 Points</b><br/>2 of 4 formatting instructions were followed<br/>*Correct margins<br/>*Correct spacing<br/>*12 Point Calibri Font<br/>*Correct length (full page)<br/>* article within last 6 months</p> | <p><b>2.5 Points</b><br/>1 of 4 formatting instructions were followed<br/>*Correct margins<br/>*Correct spacing<br/>*12 Point Calibri Font<br/>*Correct length (full page)<br/>* article within last 6 months</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](http://www.abcnews.com); [www.foxnews.com](http://www.foxnews.com); [www.cnn.com](http://www.cnn.com); [www.nbcnews.com](http://www.nbcnews.com); [www.usatoday.com](http://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.