



TENTATIVE—SUBJECT TO CHANGE
MAST 1010 Legal & Ethical Concerns in the Medical Office
COURSE SYLLABUS
Summer Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

Campus/Class Location: Swainsboro Campus/Building 8 Room 8166

Class Meets: Tuesday & Wednesday 12:30 – 2:05 pm

CRN: 60174

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kimberly Brown, BSHS, CMA (AAMA), CCS-P, CPPM

Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 8 Room 8168

Office Hours: Monday through Wednesday 3:00 – 5:30 pm; Thursday by appointment

Phone: 478-289-2243

Fax Number: 478-289-2336

Tutoring Hours (if applicable): By appointment

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

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

REQUIRED TEXT

Ethics of Health Care: A Guide for Clinical Practice – 4th Edition – Edge, Groves

ISBN: 1285854187

Cengage Unlimited Text and online access to MindTap

<https://www.cengage.com/dashboard/#/course-confirmation/MTPPDL4NR0JS/initial-course-confirmation>

REQUIRED SUPPLIES & SOFTWARE

Textbook

Notebook

Pens, pencils, highlighters, index cards

Cengage Unlimited with MindTap access

4 mo - 9780357700037

12 mo - 9780357700044

24 mo - 9780357700051

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

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

MAJOR COURSE COMPETENCIES

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

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

1. Introduction to Medical Law for the Medical Assistant

Order	Description	Learning Domain	Level of Learning
1	Differentiate between scope of practice and standards of care for medical assistants. (X.C.1)	Cognitive	Analysis
2	Locate a state's legal scope of practice for medical assistants. (X.P.1)	Psychomotor	Guided Response
3	Compare and contrast provider and medical assistant roles in terms of standard of care. (X.C.2)	Cognitive	Evaluation
4	Describe components of the Health Insurance Portability and Accountability Act (HIPAA). (X.C.3)	Cognitive	Comprehension
5	Apply HIPAA rules in regard to: a) Privacy b) Release of information (X.P.2)	Psychomotor	Mechanism
6	Summarize the Patient Bill of Rights. (X.C.4)	Cognitive	Comprehension
7	Apply the Patient's Bill of Rights as it relates to: a) Choice of treatment b) Consent for treatment c) Refusal of treatment (X.P.4)	Psychomotor	Mechanism
8	Discuss licensure and certification as they apply to healthcare workers. (X.C.5)	Cognitive	Comprehension
9	Describe the following types of insurance: a) Liability b) Professional (Malpractice) c) Personal injury (X.C.8)	Cognitive	Comprehension
10	Compare criminal law and civil law (eg. tort law) as they apply to the practicing medical assistant. (X.C.6)	Cognitive	Analysis
11	Define: a) Negligence b) Malpractice	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
	<ul style="list-style-type: none"> 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: <ul 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) (X.C.10) 	Cognitive	Knowledge
13	Protect the integrity of the medical record. (X.A.2)	Affective	Responding
14	Define the following medical legal terms: <ul style="list-style-type: none"> 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) 	Cognitive	Knowledge
15	Describe compliance with public health statutes: <ul style="list-style-type: none"> a) Communicable diseases b) Abuse, neglect, exploitation c) Wounds of violence (X.C.12) 	Cognitive	Knowledge
16	Perform compliance reporting based on public health statutes. (X.P.5)	Psychomotor	Guided Response
17	Describe the ownership and apply the legal doctrine of privileged communication to the contents of the medical record.	Cognitive	Knowledge

2. Physician/Patient/Assistant Relationship

Order	Description	Learning Domain	Level of Learning
1	Define the physician/patient/assistant relationship regarding initiation and termination.	Cognitive	Knowledge
2	Display sensitivity to patient rights. (X.A.1)	Affective	Responding
3	Display awareness of the consequences of not	Affective	Responding

Order	Description	Learning Domain	Level of Learning
	working within the legal scope of practice		

3. Ethical Considerations

Order	Description	Learning Domain	Level of Learning
1	Define: a) Ethics b) Morals (XI.C.1)	Cognitive	Knowledge
2	Differentiate between personal and professional ethics. (XI.C.2)	Cognitive	Analysis
3	Demonstrate appropriate response(s) to ethical issues. (XI.P.2)	Psychomotor	Guided Response
4	Describe the process in compliance reporting: a) Unsafe activities b) Errors in patient care c) Conflicts of interest (X.C.11a,b,c)	Cognitive	Knowledge
5	Identify the effect of personal morals on professional performance. (XI.C.3)	Cognitive	Knowledge
6	Develop a plan for separation of personal and professional ethics. (XI.P.1)	Psychomotor	Set
7	Recognize the impact personal ethics and morals have on the delivery of healthcare. (XI.A.1)	Affective	Valuing
8	Report an illegal activity in the healthcare setting following proper protocol. (X.P.6)	Psychomotor	Guided Response

4. Bio-Ethical Issues

Order	Description	Learning Domain	Level of Learning
1	Characterize pertinent bio-ethical issues.	Cognitive	Analysis
2	Compare and contrast arguments regarding abortions.	Cognitive	Evaluation.

GENERAL EDUCATION CORE COMPETENCIES

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

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

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

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

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

ATTENDANCE GUIDELINES

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

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

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

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

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

For this class, which meets 2 days a week for 9 weeks, the maximum number of days a student may miss is 2 days during the semester.

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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

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

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

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

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

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Students who miss an exam can only make it up with a physician's excuse. The excuse must be provided to the instructor within three (3) days of the exam date. If a student has to miss an exam for a reason besides illness, they may take it the day before the test date. If an exam is missed, the student will be allowed to take make-up exams during **ONE hour at the end of the semester** (date to be scheduled by instructor). There will be **NO** exceptions to this policy. If you are **absent or late** on the day a **chapter quiz** is given, you will **receive a "0"** for that grade. Lowest exam grades are not dropped.

Failure to take the final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed without a physician's excuse that must be provided to the instructor within three (3) days of the absence.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

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

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

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen.Thomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) 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	40%
Current Events	10%
Ethical Issues Research Paper	20%
Work Ethics Assessment	5%
MindTap Exercises	5%

GRADING SCALE

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

CORE CURRICULUM

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

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

MAST 1010 Legal & Ethical Concerns in the Medical Office
Summer SEMESTER 2018 LESSON PLAN
Subject To Change at Instructor's Discretion

Date	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
05/14		First Day of Class <ul style="list-style-type: none"> • Introduction to Course • Syllabi, Outline, Rules, & Regulations • Completion of Forms 	Begin reading Chapter 1 Complete MindTap Assignments	
05/15	Chapter 1	Chapter 1: Introduction: Obligations of a Professional Instructions for Research Paper Begin working on Current Event Article Summary #1 due 5/22/19	Complete Learning Outcomes and Chapter Review Questions Research Paper Topic due Tuesday 5/21/18 Complete MindTap exercises Read Chapter 2	1,3 a,c
05/21	Chapter 2	Chapter 2: Human Value Development and the System of Public Law	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Study for Test 1 Chapters 1 and 2 Research Paper Topic DUE TODAY	1,3 a,c
5/22	Chapters 1 and 2	TEST 1 Chapters 1 and 2 Begin working on Current Event Article Summary #2 due 5/29/19	Begin reading Chapter 3 Complete MindTap exercises Current Event Article Summary #1 DUE TODAY	1,2,3 a,c
5/28	Chapter 3	Chapter 3: Decision Making in Value Issues and Private Law	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Read Chapter 4	1 a,c

Date	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
5/29	Chapter 4	Chapter 4: Basic Principles of Health Care and the Nature of Rights in Ethical Discourse	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Study for Test 2 Chapters 3 and 4 Current Event Article Summary #2 DUE TODAY	2,3,4 a,c
6/4	Chapters 3 and 4	TEST 2 Chapters 3 and 4 Begin working on Current Event Article Summary #3 due 6/11/19	Begin reading Chapter 5 Complete MindTap exercises	1,2,3,4 a,c
6/5	Chapter 5	Chapter 5: Confidentiality and the Management of Health Care Information Have you been working on your research paper? It is due 6/26/19!!!	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Read Chapter 6	2,3,4 a,c
6/11	Chapter 6	Chapter 6: Justice and the Allocation of Scarce Resources Begin working on Current Event Article Summary #4 due 6/18/19	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Current Event Article Summary #3 DUE TODAY Study for Test 3 Chapters 5 and 6	2,3,4 a,c
6/12	Chapters 5 and 6	TEST 3 Chapters 5 & 6 Mid-Term is 6/17/19	Begin reading Chapter 7 Complete MindTap exercises	2,3,4 a,c
6/18	Chapter 7	Chapter 7: Role Fidelity Begin working on Current Event Article Summary #5 due 6/25/19	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Current Event Article Summary #4 DUE TODAY Read Chapter 8	2,3,4 a,c

Date	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
6/19	Chapter 8	Chapter 8: Reproductive Issues 65% point for Summer Semester 6/24/2019	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Read Chapter 10 Study for Test 4 Chapters 7 and 8	2,3,4 a,c
6/25	Chapters 7 and 8	TEST 4 Chapters 7 and 8	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Current Event Article Summary #5 DUE TODAY	2,3,4 a,c
6/26		RESEARCH PAPERS DUE TODAY!!!	Begin reading Chapter 9 Complete MindTap exercises	2,3,4 a,c
7/1-7/4		SUMMER BREAK!!		
7/9	Chapter 9	Chapter 9: Decisions at the End of Life	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Read Chapter 10	3,4 a,c
7/10	Chapter 10	Chapter 10: Health Care Ethics and the Near Future	Complete Learning Outcomes and Chapter Review Questions Complete MindTap exercises Study for Test 6 Chapters 10 and 11	3,4 a,c
7/16	Chapter 9 and 10	TEST 5 Chapters 9 and 10	Prepare for FINAL EXAM!!	3,4 a,c
7/17		STUDY FOR FINAL	Prepare for FINAL EXAM!!	
7/23		LAST DAY OF SEMESTER		
7/24-25		FINAL EXAM		

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Introduction to Medical Law for the Medical Assistant

2. Physician/Patient Relationship
3. Ethical Considerations
4. Bio-ethical Issues

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Current Events Article Summary

You will be expected to turn in a total of 5 current event article summaries throughout the semester on dates assigned in the lesson plan. 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, Times New Roman 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.

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.

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 Arial 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 via e-mail on the date specified. If it does not come via e-mail, it will not be accepted. The references you used to write your paper will be due in class on the date specified. I will need 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. Same sex marriage
6. Organ donors and transplants
7. Healthcare/Insurance Fraud
8. Misdiagnosis or medical malpractice
9. Vaccines
10. Harvesting of embryos / Stem cell research
11. Genetic counseling/designer babies
12. Fetal tissue research
13. Sterilization
14. Surrogate motherhood
15. Medicinal marijuana
16. Life support/withholding lifesaving treatments
17. Forced mental health treatment
18. Children making the decisions their own medical treatment
19. Tuskegee Syphilis Study
20. Animal Experimentation

