



## Mdca 1205 Medical Law And Ethics

Course Syllabus: Summer 2017

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“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online	Online	Online	Online	Online	

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Catalog Course Description (include prerequisites):** This course introduces the student to the legal principles and ethical issues affecting all healthcare professionals in the United States. The role of the allied healthcare professional will be emphasized throughout the course.

### **Required Textbook(s):**

Law and Ethics for the Health Professions 6th edition; Karen Judson, Carlene Harrison

**Publisher:** Delmar Cengage Learning

**ISBN Number:** ISBN 978-0-07-337471-0

### **Recommended Reading(s):**

None

### **Student Learning Outcomes:**

1. Differentiate between legal, ethical, and moral issues affecting healthcare (CAAHEP X.CX.1).
2. Discuss legal scope of practice for medical assistants (CAAHEP IX.CIX.1).
3. Describe the implications of HIPAA for the medical assistant in various healthcare settings (CAAHEP IX.CIS.3).
4. Compare criminal and civil law as it applies to the practicing medical assistant (CAAHEP IX.CIX.8)
5. Define terms related to each chapter.

### **Exemplary Educational Objectives:**

N/A

### **SCANS Skills:**

**RECOURCES:** Identify and organize time for students to explore CDC and HIPPA regulations.

**INTERPERSONAL:** Recognize limitations of expertise and communicate with instructor when questions arise. Show respect for instructor and peers during class time.

**INFORMATION:** Apply information gained from lecture, internet, and independent study to acquire relevant information to specific topics related to medical law and ethics in the healthcare setting.

**TECHNOLOGY:** Use computers and the internet to access course materials and other relevant course information.

**Lectures & Discussions:**

Instructional techniques will include a combination of the following:

- A. Lectures, supplemented with use of audio-visual aids, powerpoints, transparencies, blackboard, and handouts
- B. Group discussions and homework assignments
- C. Study questions and review sessions

**Evaluation/Grading Policy:**

Grading Rubric:

Discussion Questions	25%
Unit Tests	40%
Final Exam	35%

Grading Scale:

The grading scale of all evaluation combined will be as the following

90%-100% = A

80%-89% = B

75%-79% = C

<74% = F

A minimum of a "C" is required to pass this course

**Tests/Exams:**

All class examinations are considered to be part of the course work upon which a major portion of your final grade will be based. Class exams are listed in the class calendar. If this calendar must be altered, the change in the schedule will be announced in class. If you have a conflict with the date, you must contact me well in advance of the examination. Failure to do so will result in an examination grade of zero. Late work will not be accepted and there are no make-ups for missed exams. If you know that you will miss an exam, please contact your instructor to make arrangements to take the exam before the due date.

**Assignments:**

Along with your text books for this course, additional course materials such as PowerPoint presentations and articles are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course.

Discussion Questions (DQs): You will have at least one DQ due each week. Your initial response to the DQ is due by Day 3 (minimum word count of 75 words) with at least two peer responses due by Day 7 (minimum word count of 50 words per post). You must post on at least 3 different days of the week to receive credit for participation. Please note that you must adhere to APA standards for citations and

references of your written material. I do grade on grammar, spelling, and punctuation as correct use of written communication is important.

Tests: There is a weekly test over each unit. This test is in Respondus format which is an electronic format that is auto-generated, graded and immediately entered into your grade book. Each test is formatted in “lock down” mode, which prevents the user from accessing outside web pages during the tests. The tests each have a 60 minute time limit and must be taken in one sitting. You will only have one opportunity to take each test. Each test must be submitted for credit by the due date. There are no make-ups for the tests and I do not accept late tests unless prior arrangements have been made.

Final Comprehensive Test: This test will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted the last week of class. There is absolutely NO MAKE UP for the final exam.

APA (American Psychological Association) Format: APA is a specific format that is a guideline for every aspect of writing, from determining authorship to constructing a table to avoiding plagiarism and constructing accurate reference citations. This format must be adhered to for all writing assignments to avoid plagiarizing your written material including discussion questions and peer responses. If you are unfamiliar with APA formatting, I have provided an Internet link on the “START HERE” page for reference.

Online Communication:

Since this is online course and we do not interact face-to-face, good communication within the online environment is essential. Please read “The Core Rules of Netiquette” posted under “START HERE.”

If you have any questions regarding course content or questions related specifically to the class, please post them in the “Ask the Instructor Forum” posted under “START HERE” or “DISCUSSIONS.” Please take advantage of this forum as all students may benefit from your knowledge. If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours of receipt of the email. If I do not respond to you in 24 hours, please text me. As with electronic transfer of information (Internet connection issues), I may not have received your email. I also make it a point to log-on to our classroom frequently each week. If for any reason I will be unavailable during the semester, I will post the information under the “Announcements” tab.

It is important to always check your Blackboard Course E-mail, the Discussion area, Announcements, and the Ask the Instructor area each time you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you or I may have provided information in general to assist you in your work.

Private e-mailing between student and instructor via the Blackboard Course e-mail should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the Class Biography forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students.

Course Navigation:

Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, BlackBoard help, etc. It is your responsibility to ensure your knowledge of the BlackBoard system. If you have any questions, please post in the “Ask the Instructor Forum,” or you can contact NTCC’s Tech Support. There are several “tabs” to the left of the course screen that provide additional information for the course.

#### **Internet Connection Issues:**

Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, “my dog ate my computer” is not a valid excuse. If you have issues regarding connectivity, please contact NTCC’s Tech Support for help. If you have issues with navigating through the BlackBoard system, please refer to the “HELP” tab to the left on the course screen.

#### **Other Course Requirements:**

Students should read the required material before class and complete textbook and/or other assignments as noted in the syllabus calendar.

#### **Student Responsibilities/Expectations:**

Students are expected to attend all classes. Class participation is expected. If you are absent, regardless of the cause, you are still responsible for any course work missed.

#### **NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

#### **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

#### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

#### **Family Educational Rights And Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she attends a school beyond the high

school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

### **Other Course Policies:**

**Illness or Emergencies:** When illness or emergencies arise which necessitate a student's absence from any scheduled class or other scheduled activity, the instructor should be notified as soon as possible.

## Chapter Objectives

### Chapter 1

- Explain why knowledge of law and ethics is important to healthcare practitioners
- Distinguish among law, ethics, bioethics, etiquette, and protocol
- Define terms related to chapter

### Chapter 2

- Describe and compare need and value development theories
- Identify major principles of contemporary consequence-oriented, duty-oriented, and virtue-oriented reasoning
- Define the principles of healthcare ethics
- Define terms related to chapter

### Chapter 3

- Define terms related to chapter
- Demonstrate understanding of how physicians are licensed, regulated, and the purpose of a medical board
- Discuss the composition of the healthcare team
- Define the major types of medical practice management systems
- Define the different types of managed care health plans
- Discuss federal legislation that impacts healthcare reimbursement and fraud abuse in healthcare billing

### Chapter 4

- Define terms related to chapter
- Discuss the basis of and primary sources of law
- Discuss the classifications of law
- Define the concept of torts and discuss how the tort of negligence affects healthcare
- List and discuss the four essential elements of a contract
- Discuss the contractual rights of physicians and patients
- Relate how the law of agency doctrine and the doctrine of respondeat superior apply to healthcare contracts

### Chapter 5

- Define terms related to chapter

- Identify three areas of general liability for which the physician/employer is responsible
- Describe the reasonable person standard, standard of care, and duty of care
- Explain the four elements necessary to prove negligence
- Outline the phases of a lawsuit

#### Chapter 6

- Define terms related to chapter
- List and define the four Cs of medical malpractice prevention
- Describe the various defenses to professional liability lawsuits
- Explain the purpose of quality improvement and risk management within a healthcare facility

#### Chapter 7

- Define the terms related to chapter
- Explain the purpose of medical records and the importance of correct documentation
- Identify ownership of medical records
- Define the purpose of informed consent
- Describe the necessity for EMRs and the efforts being made to record all records electronically

#### Chapter 8

- Define the terms related to chapter
- Discuss privacy laws that pertain to healthcare
- Explain how the language provisions and standards of HIPAA mandates apply to healthcare
- Discuss the special requirements for disclosing protected health information
- Discuss patient right defined by HIPAA

#### Chapter 9

- Define the terms related to chapter
- List at least four vital events for which statistics are collected by the government
- Discuss the procedures for filing birth certificates
- Explain the purpose of public health statutes
- Cite examples of reportable diseases and injuries and explain how they are reported
- Discuss the federal drug regulations including the Controlled Substances Act

#### Chapter 10

- Define the terms related to chapter
- Identify how the workplace is affected by federal laws regarding hiring and firing, discrimination, and other workplace regulations
- Identify four areas for which standards are mandated by OSHA for work done in a clinical setting
- Discuss the role of healthcare practitioners in following OSHA standards for infection control in the medical office
- Define the role of CLIA in quality laboratory testing

#### Chapter 11

- Define the terms related to chapter
- List several situations in which genetic testing might be appropriate and how it may lead to genetic discrimination
- List and discuss laws affecting healthcare that pertain to children's rights

## Chapter 12

- Define the terms related to chapter
- Discuss how attitudes toward death have changed over time
- Discuss accepted criteria for determining death
- Determine the healthcare professional's role in caring for the dying
- Discuss the benefits of end-of-life healthcare derived from the right to die movement
- Identify the major features of organ donation in the US
- Discuss the various stages of grief

## Chapter 13

- Define the terms related to chapter
- Identify major stakeholders in the US healthcare system
- Describe the major areas of concern to those stakeholders
- Describe major new trends that will affect healthcare in the US in the next 20 years
- Discuss former and ongoing attempts to reform the US healthcare system