



**CATALOG DESCRIPTION:** This course introduces the student to the legal and ethical aspects of the medical office and provides a foundation which is intended to aid in preventing malpractice litigation and to inform and alert employees in the health care delivery system of their legal and ethical obligations and rights, and those of the physician and patient.

**PREREQUISITE(S):** Admission into the Medical Assisting Program

**COREQUISITE(S):** None

**CREDITS:** 3 **HOURS:** 3.5 (60 Classroom Hours)

\*Last class session is 4 hours

**REQUIRED TEXT(S):** Flight, M., Pardew, W. (2018). Law, Liability, & Ethics for Medical Office Professionals. 6<sup>th</sup> ed. Cengage.

**CENGAGE COURSE CODE :**

**SUPPLEMENTAL MATERIALS:**

**INSTRUCTOR INFORMATION:**

**OFFICE HOURS:**



<b>CORE COMPETENCIES:</b> The following core competencies are embedded in this curriculum: Communicate effectively in both speech and writing; and effectively using information; Use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens; Understand ethical issues and situations; Address an information need by locating, evaluating and effectively using information.	
<b>LEARNING ASSESSMENT</b>	
<b><i>Student Learning Outcomes:</i></b>	<b><i>Suggested Means of Assessment:</i></b>
Recognize how the foundations of Law and Ethics affects decision making in the healthcare environment	Written exams, graded homework assignments, graded practical activities, graded discussion board assignments
Identify various legal issues for working healthcare practitioners	Written exams, graded homework assignments, reaction paper
Recognize professional, transitional, and Societal health care issues	Written exams, graded homework assignments, reaction paper
Determine the medical assistant’s role pertaining to legal and ethical boundaries that define the scope of duties for medical assistants in the State of New Jersey	Written exams, graded homework assignments
Differentiate between scope of duties and standards of care for medical assistants	Written exams, graded homework assignments
Obtain American Health Association Healthcare Provider CPR certification and learn basic first aid procedures	Written exams, laboratory skills assessments (including work products), and practical performance with certified AHA CPR provider
<b>GRADING SYSTEM:</b>	C+ = 77 < 80
A = 90 < 100	C = 75 < 77
B+ = 87 < 90	F = Below 75
B = 80 < 87	

**DISABILITY SERVICES STATEMENT:** Warren County Community College is committed to providing all students equal access to learning opportunities. Student Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students who have, or think they may have, a disability (e.g. mental health, learning, vision, hearing, physical or systemic), are invited to contact Student Services to arrange a confidential discussion at (908) 835-2300 or by email at StudentServices@Warren.edu as soon as possible. Students registered for Disability Services with Student Services, who have requested accommodations for the current semester will be provided with an electronic letter detailing individual accommodations and are encouraged to contact the instructor early in the semester to discuss accommodations outlined in their letter.



**INSTRUCTIONAL SUPPORT CENTER:** The Instructional Support Center (ISC), located in Room 105 across from the library, provides academic support at no cost to WCCC students and is available for courses in which they are currently enrolled. The ISC is staffed with trained professional and peer tutors who are ready to help you understand and succeed. For scheduling or further information, visit the ISC in person, online at <http://www.warren.edu/tutoring/> or by telephone at (908)835-2354.

**STATEMENT AND POLICY ON CHEATING, PLAGIARISM AND ACADEMIC DISHONESTY:** Students are required to perform all the work specified by the instructor, and are responsible for the content and integrity of all academic work submitted. A violation of academic integrity will occur if a student: (1) knowingly represents work of others as one's own, (2) uses or obtains unauthorized assistance in any academic work, (3) gives fraudulent assistance to another student, or (4) furnishes false information or other misuse of college documents.

In cases of suspected violation of academic integrity, the incident is to be reported to the Office of Academics. A student found guilty of violating the rule of academic integrity by the Vice President of Academics will be considered to have failed in personal obligation to the College; such failure will be subject to disciplinary action by the College. Unless otherwise notified, the instructor will allow students who are pending disciplinary action to attend class.

**REQUIRED FORMAT FOR RESEARCH PAPERS:** Research papers written for any Warren County Community College class must conform to the required documentation style. Papers written for humanities (and some social science) classes will follow the most recent edition of the Modern Language Association (MLA) in-text citation and bibliographic methods. Social science and science papers will require the use of the most recent edition of the American Psychological Association (APA) in-text citation and bibliographic methods.

Please consult with your instructor regarding the correct documentation style to use in his/her class.

**ATTENDANCE POLICY:** Students are expected to attend all class sessions of courses in which they are enrolled and are responsible for all material presented in class and all homework assignments.

Grades are based on the quality of work completed in meeting the requirements for a particular course, as stated in the course syllabus and catalog description.

Excessive absence may be considered sufficient cause for dismissal from class by an instructor or other appropriate college staff member. Any decision to exclude a student from class or the College due to excessive absence shall be subject to review by the President in accordance with established procedures. Students who have not attended class are not entitled to a refund of tuition.



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**WCCC HAYTAIAN & MAIER LIBRARY:** (908) 835-2336 <http://warren.libguides.com>

Library Hours

Monday-Thursday 8am-8pm

Friday 8am-3pm

Check the Academic Calendar for specific holiday dates. Exceptions may apply during breaks and summer sessions. Any changes to the Library's hours are posted on the Library's web page and near the Library doors.

- **Passwords and Log-Ins**-The Library is responsible for resetting passwords for your Network account (email, computers, Wi-Fi, library resources, and printing). This cannot be reset over the phone. Please stop by the Library for help.
- **College IDs**-College IDs are required for all students. The Library is responsible for producing all ID cards. To get an ID card you must bring to the Library a current copy of your class schedule and another form of ID. Your student ID is also your library card and is needed to check materials out of the Library. Your first ID card is free and replacement cards are issued at a cost to the student.
- **Inter-Library Loan (ILL)**-The Library participates in a nation-wide inter-library loan program which is available free to all students and faculty. You can either submit ILL requests via the Internet (form available on the Library's web page) or in person at the circulation desk.

**TOPICAL OUTLINE:**

The Big Business of Healthcare  
Law & Regulations  
Constitution to the Courtroom  
Criminal Acts and Intentional Torts  
Contracts  
Medical Malpractice and Other Law Suits  
The Health Record  
Ethics  
Law & Ethics of Patient Confidentiality  
Professional Ethics and the Living  
Birth and the Beginning of Life  
Death and Dying



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The following MAERB Core Curriculum Competencies are taught and assessed in this course:

**Cognitive Domain**

- X.C. 1. Differentiate between scope of practice and standards of care for medical assistants.**
- X.C. 2. Compare and contrast provider and medical assistant roles in terms of standard of care**
- X.C. 3. Describe components of the Health Insurance and Portability & Accountability Act (HIPAA)**
- X.C. 4. Summarize the Patient Bill of Rights**
- X.C. 6. Compare criminal and civil law as they apply to the practicing medical assistant**
- X.C. 7. Define:
  - a. negligence**
  - b. malpractice**
  - c. statute of limitations**
  - d. Good Samaritan Act (s)**
  - e. Uniform Anatomical Gift Act**
  - f. living will/advanced directive**
  - g. medical durable power of attorney**
  - h. Patient Self Determination Act (PSDA)**
  - i. risk management****
- X.C. 8. Describe the following types of insurance:
  - a. liability**
  - b. professional (Malpractice)**
  - c. personal injury****
- X.C. 9. List and discuss legal and illegal applicant interview questions**
- X.C.10. 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 (ADAAA)****
- X.C. 11. Describe compliance with public health statutes:
  - a. unsafe activities**
  - b. errors in patient care**
  - c. conflicts of interest**
  - d. incident reports****
- X.C. 12. Describe the process in compliance with public health statutes:
  - a. communicable diseases****



- b. abuse, neglect, and exploitation
- c. wounds of violence

**X.C. 13. 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. respondent superior
- i. res ipsa loquitur
- j. locum tenens
- k. defendant-plaintiff
- l. deposition
- m. arbitration-mediation
- n. Good Samaritan laws

**XI.C. 1. Define:**

- a. ethics
- b. morals

**XI. C. 2. Differentiate between personal and professional ethics**

**XI. C. 3. Identify the effect of personal morals on professional performance**

### **Psychomotor Domain**

**XI.P. 2 Demonstrate appropriate response(s) to ethical issues**

### **Affective Domain**

**X.A. 1. Demonstrate sensitivity to patient rights**



**GRADING METHODS:**

**ITINERARY:**