



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): None

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* (6th ed.). Cengage.

CENGAGE COURSE CODE:

SUPPLEMENTAL MATERIALS:

INSTRUCTOR INFORMATION:

OFFICE HOURS:



CORE COMPETENCIES: 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.	
LEARNING ASSESSMENT	
<i>Student Learning Outcomes:</i>	<i>Suggested Means of Assessment:</i>
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
GRADING SYSTEM:	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.

WCCC HAYTAIAN & MAIER LIBRARY

Text: 908-652-4445

Email: lstoll@warren.edu



<http://warren.libguides.com>

Please see the library's website above for current semester hours.

The WCCC Library offers a wide range of services to students specific to the information literacy goals of the College which includes suggesting research strategies, facilitating the use of both digital and print resources, as well as assisting students with citations to avoid plagiarism.

The library also serves as the College's computer space, with computers for students to use when the library is open. Students also have free, unlimited printing from the College's computers, as well as space to study.

The library is where students can get their college student ID cards. All students are required to get a student ID card and carry it while on campus for security purposes. To get a student ID card, you must bring another form of ID to the library. You may also be asked to bring a printed copy of your current class schedule. You can get a student ID card any time that the library is open. These cards do not expire and can be used for your duration at WCCC.

Additionally, the library participates in a national inter-library loan program which is available free to all students and faculty. You can submit ILL requests by emailing the librarian or by stopping by the library's circulation desk.

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

Cognitive Domain

- X.C. 3 Identify components of the Health Insurance Portability & Accountability Act(HIPAA)**
- X.C. 4 Identify the standards outlined in The Patient Care Partnership**
- X.C. 6 Identify 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 Identify the purpose of medical malpractice insurance
- X.C. 9 Identify 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 Identify the process in compliance reporting:
a. unsafe activities
b. errors in patient care
c. conflicts of interest
d. incident reports
- X.C. 12 Identify compliance with public health statutes related to:
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
- XI.C. 1 Define:
a. ethics
b. morals
- XI. C. 2 Identify personal and professional ethics
- XI. C. 3 Identify potential effects of personal morals on professional performance

Psychomotor Domain

- XI.P.1 Demonstrate appropriate response(s) to ethical issues
- X.P.2 Apply HIPAA rules in regard to:
a. privacy
b. release of information



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

METHODS OF EVALUATION: Tests, Quizzes, Class Participation, Papers/Projects, Final Examination, and Work Products which assess the cognitive, psychomotor, and affective domains.

GRADING SYSTEM:

Tests and Quizzes	50%
Papers/Projects/Work Products	20%
Class Participation	5%
Final Exam	25%

CAAHEP requires that medical assisting students pass 100% of all psychomotor and affective domain objectives and competencies in order to be eligible for program completion. 75% or higher is considered passing for all courses and related competencies. Students may make 3 attempts to successfully complete each work product competency.

LATE WORK POLICY:

Late work is unacceptable unless prior arrangements have been made with the appropriate instructor.

MISSED EXAM POLICY:

Scheduled exams cannot be cut. Illness and excused absences are the exceptions. Absence for an exam or quiz will result in a 10% grade deduction on that assessment.

Students who miss a scheduled examination must make arrangements with the instructor and/or the ISC department to schedule a time to make up that exam.



ITINERARY:	
Lesson	CHAPTER(S)
1	1-The Big Business of Healthcare and You
2	2-Laws and Regulations
3	8-Introduction to Ethics
4	No Class
5	3-From Constitution to Courtroom
6	Test #1
7	5-What Makes a Contract 6-Medical Malpractice and Other Lawsuits Continued
8	Test #2
9	7-The Health Record
10	9-Laws and Ethics of Patient Confidentiality
11	Test #3
12	10-Professional Ethics and the Living 4-Criminal Acts and Intentional Torts Final Project Compilation-Title and 3 Resources
13	Test #4 Bioethics Research
14	11-Birth and the Beginning of Life
15	12-Death and Dying
16	Test # 5 Video Case Study
17	Final Exam & Submission of Final Paper