

**MIDSTATE COLLEGE**  
411 W. Northmoor Road  
Peoria, Illinois 61614  
(309) 692-4092 (800) 251-4299  
(Summer 2015)

**COURSE:** AH 185 Legal and Ethical Issues in Healthcare

**CREDIT HOURS:** 4 quarter hours

**METHOD OF DELIVERY:** Classroom

**COURSE DESCRIPTION:**

This course is designed to provide general legal and ethical information for the employment in and delivery of health care in medical and dental offices, clinics, and emergency care facilities. Legal topics include health care business structures and workplace regulations; HIPAA regulations, privacy, security & confidentiality guidelines, retention of medical records, obtaining consent and release of information, advanced directives and public health reports. The ethical implications of assisted conception, human experimentation, institutional review boards, abortion, gene therapy and genetic engineering, organ transplantation, euthanasia and assisted suicide, living wills and advanced directives are also covered. Competency in release of information, understanding of professionalism, and recognition of the differences between law and ethics is required. A Bioethical research paper is required.

**PREREQUISITE:** ENG 116 Composition

**TEXT:** Medical Law and Ethics, 3<sup>rd</sup> ed.  
**AUTHOR:** Bonnie F. Fremgen  
**PUBLISHER:** Prentice-Hall, 2002 ISBN 0135129004

**REQUIREMENTS FOR COMPLETING COURSE:** All competencies must be passed at 70% or better to pass this course regardless of classroom grades. Attendance at 75% or greater and compliance with dress code is required to pass the professionalism competency. Skill competencies may not be attempted more than 3 times. After the first attempt, the best grade attainable will be 70% for that competency. Students must complete assessment tools to the satisfaction of the instructor and standard departmental AH185 exams. Department policy prohibits extra credit.

**TOPICS:** Patient & Physician rights, Licensure & Certification, Legal and ethical issues related to Medical Assisting, Making the chart a legal document

**COMPETENCIES:**

1. identify where & how to report illegal and unsafe activities and behaviors.  
X.CX.4; XCX.1
2. respond to issues of confidentiality
3. recognize the importance & apply local, state and federal healthcare legislation and regulation appropriate in the medical assisting practice setting.

**LEARNING OBJECTIVES:** Upon completion of this course, the student will be able to:

1. Identify legal scope of practice for medical assistants
  - a. **T** discuss the legal scope of practice for medical assistants
  - b. **T** compare and contrast the role of the medical assistant & physician in terms of standards of care
  - c. **T** list and discuss legal and illegal interview questions
  - d. **T** role play the situation of telling your supervisor and a patient about having made an error
2. Legally handle office finances
  - a. **T** describe the Fair Debt collection Act and Federal Truth in Lending Act as they apply to healthcare.
  - b. **T** discuss legal guidelines for collection of debt.
  - c. **T** apply ethical behaviors including honesty and integrity in performance of medical assisting practice.

3. Recognize several bioethical issues in healthcare.
  - a. create a research paper on a bioethical topic and present to the class. **MSC**
  
4. Differentiate between law & ethics
  - a. demonstrate the ability to differentiate between law and ethics while performing within boundaries.
  - a. **W** respond to issues of confidentiality.
  - b. **T** describe the implications of HIPAA for the medical assistant in various medical settings.  
**C IX (3)**
  - c. **T** identify the effect personal ethics may have on professional performance.
  - d. **T** compare personal, professional and organizational ethics.
  - e. **T** examine the impact personal ethics and morals may have on the individual's practice.
  
5. Identify the basics of law and regulations
  - a. **T** describe liability, professional, personal injury and third party insurance.
  - b. **T** identify the role of the CDC in healthcare.
  - c. **T** discuss FDA and DEA practices.
  - d. **T** discuss licensure & certification as it applies to the medical assistant.
  - e. **W** identify where & how to report illegal and unsafe activities and behaviors.
  - f. **T** compare and contrast criminal and civil law.
  - g. **T** explain the impact on Medical Assisting practices and give an example of the ADA, Uniform Anatomical gift act, good Samaritan Act, HIPAA, neglect, malpractice and torts.
  - h. report illegal and/or unsafe activities & behaviors that affect health, safety, and welfare of others to proper authorities.
  - i. **W** recognize the importance & apply local, state and federal healthcare legislation and regulation appropriate in the medical assisting practice setting.

**MIDSTATE GRADING SCALE:**

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C\* \*Students must have a grade of 70% or better on all competencies to pass this course.
- 60 - 69 D
- 0 - 59 F

**MIDSTATE PLAGIARISM POLICY:**

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college. (See the Midstate College catalog and/or Student Handbook for additional information.)

In courses containing writing assignments, the college promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success:**

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

This is a standardized syllabus for AH185. All modifications will be made by the program director maintain consistency. 01/2014jlh

**Instructor information:**

Amber Schappaugh

Office 205 Office hours Monday 9am to 1pm or 5pm to 6pm, Tuesday/Thursday 9:30am to 12pm, Wednesday 5pm to 6pm other times by appointment.

Phone: (309) 692-4092 Extension 2040

E-mail: [aschappaugh@midstate.edu](mailto:aschappaugh@midstate.edu)

**Participation Requirements:**

1. Students are expected to attend class. **If you miss more than 25% of the classes (3 misses), you will fail the professionalism competency and subsequently, the entire class.**
2. You must pass every competency with 70% or higher. You have only three attempts. After the first attempt, the best you can get is 85% after the second attempt the best grade available is a 70%.
3. Homework assignments in both your text book and workbook are listed on your outline.
4. All assignments due between weeks 1-6 **MUST** be received by Midterm (week 6) or the grade for that assignment will be zero. All remaining assignments must be received by week 11 unless stated specifically on your syllabus or the grade for that assignment will be zero.
5. Research Paper is to be completed and submitted on the 10<sup>th</sup> week. The research paper will not be accepted after Week 10 class for any reason.
6. Missed tests and classes are your responsibility. If you need to make up work an appointment is necessary. If an appointment is missed there is a 10% reduction in the grade per week.
7. Cell phones must be on vibrate in class. If you need to make or take an important call you must leave the classroom. During tests phones are not to be upside down on the table or in your bag. You must leave the class to make or answer text messages also. If you are texting in class it will affect your professionalism grade and I may ask you to leave the classroom. It will count as time away from class. You may not take or make phone calls during testing times.
8. Unprofessional, rude, or disrespectful behaviors will not be tolerated and you will be asked to leave class. You will not be allowed to return to class until a meeting between instructor, dean, and student can take place. If this causes you to miss more than three classes you will fail the course. You are responsible for your actions and any action that may inhibit the classroom will not be tolerated. Respectful behavior is expected.

**Policy and procedure requirements:**

1. You **MUST** use black ink
2. Test grade drops 10% each week after initial week due.
3. All competencies, homework, projects, and tests **MUST** be completed by Week 11 to take the final exam.

**Methods of Evaluating Student Performance:** There will be four tests and final exam. There will also be graded exercises within the week's assignment list that will be explained at that time. These are related to competency exercises that are relevant to the topics being discussed. A research paper will be done for this class also.

Participation: (12 weeks at 5 points each) 60 points.

Homework (weekly) 310pts (20 pts week 1-3 and 25 pts weeks 4-11)  
4 Tests at 100 points each.  
Final exam: 100 points  
Research Paper: 100 points.

Tests and Final Exams will be a combination of multiple choice, true and false, and short answer.

### **Homework:**

There will be weekly worksheets to complete with one discussion question to be chosen for classroom discussion. Please note that there will be points awarded for class participation in regards to these discussions.

### **Week One**

#### **Topics:**

1. Chapter 1 Introduction to Medical Law, Ethics, and Bioethics.
2. Introduction to class

#### **Objectives:**

1. Identify the effect personal ethics may have on the professional performance.

#### **Assignments:**

1. Review Syllabus
2. Introduce yourself
3. Take the Pretest
4. Review Competencies
5. Discuss research paper
6. Read Chapter 1,2, and 3 and complete homework (due week 6)

### **Week Two**

#### **Topics:**

1. Chapter 2 The Legal System
2. Chapter 3 Importance of the Legal System for the Physician

#### **Objectives:**

1. Compare and contrast criminal and civil law

#### **Assignments:**

1. Turn in topic for Research Paper
2. Read Chapter 4 and complete homework (due week 6)

### **Week Three**

#### **Topics:**

1. Chapter 4 Today's Healthcare Environment.

#### **Objectives:**

1. Discuss licensure & certification as it applies to the medical assistant
2. Discuss the legal scope of practice for medical assistants
3. Compare and contrast the role of the medical assistant & physician in terms of standards of care

#### **Assignments:**

1. Competency- Apply Ethical and Moral Behaviors

2. Study guide for Exam 1
3. Read Chapter 5 and complete homework (due week 6)

#### **Week Four**

##### **Topics:**

1. Chapter 5 The Physician / Patient Relationship

##### **Objectives:**

1. Demonstrate how to legally terminate a patient from care

##### **Assignments:**

1. Exam 1
2. Competency- Patient Bill of Rights
2. Competency- Recognizing Scope of Practice and Standard of Care
3. Read Chapter 6 and complete homework (due week 6)

#### **Week Five**

##### **Topics:**

1. Chapter 6 Professional Liability and Medical Malpractice.

##### **Objectives:**

2. Role play the situation of telling your supervisor and a patient about having made an error
3. Demonstrate the ability to differentiate between law and ethics while performing within boundaries

##### **Assignments:**

1. Competency- Standard of Care
2. Competency- Differentiate between Law, Morality and Ethics
3. Competency- Apply Knowledge of Federal and State Healthcare Laws and Regulations
4. Study Guide for Exam 2
5. Read Chapter 7 and complete homework (due week 11)

#### **Week Six**

##### **Topics:**

1. Chapter 7 Public Duties of the Physician

##### **Objectives:**

1. Identify the role of the CDC in healthcare
2. Discuss FDA and DEA practices
3. Identify where & how to report illegal and unsafe activities and behaviors
4. Recognize the importance & apply local, state and federal healthcare legislation and Regulations appropriate in the medical assisting practice setting

##### **Assignments:**

1. Exam 2
2. Competency- Reporting Unsafe or Dangerous Activities and Behaviors
3. Read Chapter 8 and 9 and complete homework (due week 11)

#### **Week Seven**

##### **Topics:**

1. Chapter 8 Workplace Law and Ethics
2. Chapter 9 The Medical Record

##### **Objectives:**

1. Describe the Fair Debt collection Act and Federal Truth in Lending Act as they apply to healthcare.
2. Discuss legal guidelines for collection of debt
3. List and discuss legal and illegal interview questions

**Assignments:**

1. Competency- Authorization to Release Records
2. Competency- Apply Knowledge of Federal and State Healthcare Laws and Regulations
3. Read Chapter 10 and complete homework (due week 11)

**Week Eight**

**Topics:**

1. Chapter 10 Confidentiality in Medical Practice.

**Objectives:**

1. Apply privacy rules related to HIPAA in releasing information
2. Respond to issues of confidentiality
3. Describe the implications of HIPAA for the medical assistant in various medical settings.

**Assignments:**

1. Study Guide for Exam 3
2. Read Chapter 11 and complete homework (due week 11)

**Week Nine**

**Topics:**

1. Chapter 11 Ethical and Bioethical Issues in Medicine

**Objective:**

1. Apply ethical behaviors including honesty and integrity in performance of medical assisting practice.
2. Discuss licensure & certification as it applies to the medical assistant
3. Identify where & how to report illegal and unsafe activities and behaviors.

**Assignments:**

1. Exam 3
2. Movie in class
3. Read chapter 12 and complete homework (due week 11)

**Week Ten**

**Topics:**

1. Chapter 12 Ethical Issues Relating to Life

**Objectives:**

1. Discuss licensure & certification as it applies to the medical assistant
2. Identify where & how to report illegal and unsafe activities and behaviors.
3. Apply ethical behaviors including honesty and integrity in performance of medical assisting practice.

**Assignments:**

1. Competency- Blanchard Peale (Ethical stories)
2. Research Paper Due Today
3. Study Guide for Test 4
4. Read Chapter 13 and complete homework (due week 11)

## **Week Eleven**

### **Topics:**

1. Death and Dying

### **Objectives:**

1. Discuss licensure & certification as it applies to the medical assistant
2. Identify where & how to report illegal and unsafe activities and behaviors.
3. Apply ethical behaviors including honesty and integrity in performance of medical assisting practice.

### **Assignments:**

1. All remaining homework is due today
2. Exam 4
3. Study Guide for Final

## **Week Twelve**

### **Assignments:**

1. Final Exam