



MDCA-1305-001HY
Medical Law and Ethics
Spring 2024 Internet/Online

Instructor Information: Darlene Alexander A.A.S. CMA, RMA.

Student hours and location: Mondays, 12:30pm - 2:00pm, (Virtual) Office # 409-933-8231

Required Textbook: Medical Law and Ethics, 6th Edition Author: Bonnie Fremgen
Publisher: Prenhall-Pearson ISBN10: 0-978—13-541452-1

Course Description: Instruction in principles, procedures and regulations involving legal and ethical relationships among health care workers and patients. Includes current ethical issues and risk management as related to the practice of medicine and fiduciary responsibilities.

Course Prerequisite: Students must have completed and successfully pass HITT 1305, MDCA 1302, MDCA 132, MDCA 1309 and MDCA 1443 in order to take. Students must have completed the free Online Learners Workshop (required for IN or HY courses). For more details visit;
<http://online.com.edu/olw>.

Course requirements:

1. Log into Brightspace/D2L at least twice a week to check for Announcements and e-mail, review the Learning Module content, and complete all graded activities.
2. Complete and submit all graded activities within the time limit prescribed by the instructor. Graded activities and their due dates are indicated in the Course Schedule toward the end of this document as well as on the menu bar but are subject to revision if circumstances (such as hurricanes) dictate.
3. **Maintain an average of 75% or better.** Students are responsible for submitting weekly graded activities within the date/time parameters indicated in the Course Schedule. Brightspace/D2L quizzes may or may not be re-opened once the due date has elapsed.
4. The mid-term and final exam will be administered as indicated on the Course Schedule.

Determination of Course Grade/Detailed Grading Formula: Case studies, assignments, chapter quizzes, mid-term exam, and final exam. The Grading Rubric for graded activities is found on the course menu. Quizzes and exams are self-grading by Blackboard.

Grading Scale:

Review Questions	25%		A = 90 - 100.00
Case Studies	20%		B = 80 - 89.99
Quizzes	15%		C = 75 - 79.99*
Final-Term	30%		D = 60 - 74.99
Paper	10%		F= 0 – 59.99
Total	100%		

* A minimum final grade of “C” is required to pass this course.

The Medical Assisting program use a competency-based evaluation process that provides the students with three attempts to pass. If the student completes a competency on their first attempt, the student will earn a grade of 100%. If the student completes on their second attempt, the student will earn a grade of 90%. If the student completes on their third attempt, the student will earn a grade of 80%. Should the competency not be passed with an 80% or higher, the student will be required to repeat the course. Competency evaluations are averaged at the end of term for the student’s final grade. A student must receive a “C” (75%) or better.” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program

Late Work: All class work is due on the day it is given– no exceptions! Homework assignments not turned in by the due date will be given a grade of zero. Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance): Once the chapter has closed for that week it will not be reopened.

Make-Up Policy: If a student misses a graded activity due to an emergency absence, or illness, of the student it’s the student’s responsibility to promptly arrange for make-up work. Parameters for make-up work will be made at the discretion of the instructor and may not be an option, depending on the circumstances. It is also at the instructor’s discretion to deduct points on late submissions. Keep in mind, you must contact the instructor and make any arrangements for submission. Do not expect the instructor to remind you.

The College has a number of computer labs available for student use. Access to technology necessary for completion of graded activities should not be an issue. Public libraries are also a viable option. Should you choose to use your own personal technology, you assume the risk. Personal technology issues are not a valid excuse for not completing assignments. Tablets and cellular phones are highly discouraged when attempting quizzes and exams. Work on assignments early during the grading week and contact the instructor if you have issues. Give the instructor a reasonable amount of time to respond – reasonable is 24 hours. **Mid-Term and Final Exams will not be re-opened**. Students will be given an alternate exam.

Quizzes cannot be made up. If you miss a quiz, you will not receive a grade and it might affect your average.

Mid-term and Exam make-ups will not be allowed unless there is an emergency, and I must be notified before the time of the exam.

Attendance Policy: College of the Mainland recommends logging into courses at least 2 or 3 times per week to read content and complete graded activities. It is the responsibility of the student to maintain the pace of the course prescribed in the Course Schedule and to submit all graded activities before or by its due date. Students not logging into the course 2 to 3 times a week can be dropped at the instructor’s discretion.

Tardiness Policy: Failure to interact with course content via Brightspace/D2L as indicated on the Course

Schedule and module overview pages in Brightspace/D2L can likewise negatively impact a student's final course grade.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learning Outcomes:

SLO	Learning Outcomes	Maps to Core Objective	Assess by Activity
SLO #1:	Define general legal terms as they apply to the practice of medicine in ambulatory care settings.	Communication Skills	Skills Lab
SLO #2:	Differentiate between sources and types of law.	Critical Thinking Skills	Quizzes
SLO #3:	Identify the role of the medical assistant. Explain governmental health care guidelines including patient rights and advanced directives.	Communication Skills	Assignments

Entry Level Competencies for the Medical Assistant took from the 2022 Standards and Guidelines for the Medical Assisting Educational Programs:

This course includes the following competencies: (Cognitive, Psychomotor, Affective)

Knowledge Based:

VIII.C.5 Differentiate between fraud and abuse.

X.C.1. Differentiate between scope of practice and standard 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 Portability and Accountability Act (HIPPA)

X.C.4. Summarize the Patient Bill of Rights

X.C.5. Discuss licensure and certification as they apply to healthcare providers.

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) Uniform Anatomical Gift Act, (f) living will/advance directives, (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)

X.C.9. List and discuss legal and illegal applicant interview questions.

- X.C.10. Identify: a. Genetic Information Nondiscrimination Act of 2008 (GINA)
- X.C.11. describe the process in compliance reporting: c. conflicts of interest.
- X.C.12. Describe compliance with public health statutes: (a) communicable diseases, (b) abuse, neglect, and exploitation, (c) wound of violence.
- X.C.13. Define the following medical 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 loquitor, (j) locum tenens, (k) defendant-plaintiff, (l) deposition, m. arbitration-mediation.
- XI.C.1. Define: (a) ethics, (b) morals
- XI.C.2. Differentiate between personal and professional ethics.
- XII.C.1 Identify: (a) safety signs, (b) symbols, (c) labels.
- XII.C.2. Identify safety techniques that can be used in responding to accidental exposure to: (d) chemicals.
- XII.C.5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting.

Skills Based:

- XI.P.1. Develop a plan of separation of personal and professional ethics.
- X.P.2. Apply HIPPA rules in regard to: (a) privacy, (b) release of information.
- X.P.3. Document patient care accurately in the medical record
- X.P.4. Apply the Patient's Bill of Rights as it relates to: (a) choice of treatment, (b) consent to treatment. (c) refusal of treatment
- X.P.5. Perform compliance reporting based on public health statutes.
- X.P.6. report an illegal activity in the healthcare setting following proper protocol.
- X.P.7. Complete an incident report related to an error in patient care.
- XI.P.1. Develop a plan for separation of personal and professional ethics.
- XI.P.2. Demonstrate appropriate response(s) to ethical issues.

Behavior Based:

- XI.A.1. Recognize the impact personal ethics and morals have on the delivery of healthcare.

Academic Dishonesty Policy: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that assignment and the student will be referred to the Dean of Students for appropriate disciplinary action.

Concerns/Questions Statement: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Carriere at 409- 933-8414, kcarriere3@com.edu

Course Schedule:

Wk	Due Date	Content	Graded Activities
1	Jan 21, 2024	Chapter 1: Introduction to Medical Law, Ethics, and Bioethics Chapter 2: The Legal System Professional	<ul style="list-style-type: none"> • Review Questions • Case Studies • Quizzes • Syllabus Review
2	Jan 28, 2024	Chapter 3: Importance of Legal System for Physician and Healthcare Chapter 4: Today's Healthcare Environment	<ul style="list-style-type: none"> • Review Questions • Case Studies • Quizzes
3	Feb 4, 2024	Chapter 5: The Physician-Patient Relationship Malpractice Chapter 6: Professional Liability and Medical	<ul style="list-style-type: none"> • Review Questions • Case Studies • Quizzes • Paper Assignment
4	Feb 11, 2024	Chapter 7: Public Duties of the Physician and the Healthcare Professional Chapter 8: Workplace Law and Ethics	<ul style="list-style-type: none"> • Review Questions • Case Study • Quiz
5	Feb 18, 2024	Chapter 9: The Medical Record Chapter 10: Patient Confidentiality and HIPAA	<ul style="list-style-type: none"> • Review Questions • Case Study • Quiz
6	Feb 25, 2024	Chapter 11: Ethical and Bioethical Issues in Medicine Life Chapter 12: Ethical Issues Relating to	<ul style="list-style-type: none"> • Review Questions • Case Study • Quiz
7	March 3, 2024	Chapter 13: Death and Dying	<ul style="list-style-type: none"> • Review Questions • Case Study • Quiz
8	March 4-6, 2024	Chapters 1-13	Final Exam (due by 4:00 pm)

This Schedule is subject to change at the discretion of the instructor

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*
https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last date to withdraw from the 1st 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

FN Grading: The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

Early Warning Program: The Student Success Center at College of the Mainland has implemented an Early Warning Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Warning Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Student Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook.

<http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Online students should act in a professional manner at all times. Electronically disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism Policy: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your submission, or using someone else's words without quotation marks. Any assignment containing plagiarized material will receive a grade of zero, and the student will be referred to the Dean of Students for the appropriate disciplinary action. This includes copying another student's post on discussion boards. If I can go the internet and find the same wording, this is plagiarism. In this course you may not use AI for any assignment in any way, shape, or form. Use of AI will be treated as plagiarism. **Use of Artificial Intelligence (AI):** Any assignment containing material generated by Artificial Intelligence (AI) will receive a grade of zero and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

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Course Communication:

Messaging: Online course communication will be conducted through the email. Any email sent to the instructor outside of Brightspace/D2L will be answered inside of Brightspace email only. You must monitor and respond to instructor initiated Brightspace/D2L e-mail within 2 business days. The instructor will likewise monitor and respond to Brightspace/D2L student-initiated e-mail within 2 business days at a minimum. Business days do not include weekends or during periods when COM is officially closed. Email sent to the instructor by entities outside of the Medical Assistant Department on behalf of students will be answered within 3-5 business days.

