



**MDCA-1305-001IN**  
**Medical Law and Ethics**  
**Summer 2025**  
**Internet/Online**

**Instructor Information:** Kay Carrier, MHA, RHIA; 409-933-8414; kcarrier3@com.edu

**Student hours and location:** Monday 8 to 9 and 1 to 2; Tuesday 11 to 1; Wednesday by appointment; Thursday 9 to 12 & Friday by appointment

**Required Textbook:** Medical Law and Ethics, 6<sup>th</sup> 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).

**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.
5. Must have a computer with a camera.

**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.

**Attendance Policy:** The 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.

**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 Brightspace/D2L.

#### Grading Scale:

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

***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.***

*The Medical Assisting program uses 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*

**Final Exams will not be re-opened. Exam make-up will not be allowed unless there is an emergency (of the student), and I must be notified before the time of the exam.**

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

**Exam make-up will not be allowed unless there is an emergency (of the student), and I must be notified before the time of the exam.**

**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.

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**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. Please email me at 409-933-8414

#### **Student Learning Outcomes:**

<b>SLO</b>	<b>Learning Outcomes</b>	<b>Maps to Core Objective</b>	<b>Assess by Activity</b>
<b>SLO #1:</b>	Define general legal terms as they apply to the practice of medicine in ambulatory care settings.	Communication Skills	Skills Lab
<b>SLO #2:</b>	Differentiate between sources and types of law.	Critical Thinking Skills	Quizzes

<b>SLO #3:</b>	Identify the role of the medical assistant. Explain governmental health care guidelines including patient rights and advanced directives.	Communication Skills	Assignments
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**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.

**Student Concerns:** 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 the Dean of Instruction; Dr. Rebecca Montz at 409-933-8948 or by email at [rmontz@com.edu](mailto:rmontz@com.edu)

#### Course Schedule:

Law & Ethics				
Wk.	Start Date	Due Date	Content	Graded Activities
1	Jun 2	Jun 8	<b>Chapter 1:</b> Introduction to Medical Law, Ethics, and Bioethics <b>Chapter 2:</b> The Legal System Professional	Review Questions Case Studies Quizzes Syllabus Review
2	Jun 9	Jun 15	<b>Chapter 3:</b> Importance of Legal System for Physician and Healthcare <b>Chapter 4:</b> Today's Healthcare Environment	Review Questions Case Studies Quizzes
3	Jun 16	Jun 22	<b>Chapter 5:</b> The Physician Patient Relationship Malpractice	Review Questions Case Studies Quizzes
4	Jun 23	Jun 29	<b>Chapter 6:</b> Professional Liability and Medical	Review Questions Case Study Quiz

5	Jun 30	July 6	<b>Chapter 7:</b> Public Duties of the Physician and the Healthcare Professional <b>Chapter 8:</b> Workplace Law and Ethics	Review Questions Case Study Quiz
6	July 7	July 13	<b>Chapter 9:</b> The Medical Record	Review Questions Case Study Quiz
7	July 14	July 20	<b>Chapter 10:</b> Patient Confidentiality and HIPAA <b>Chapter 11:</b> Ethical and Bioethical Issues in Medicine Life	Review Questions Case Study Quiz
8	July 21	July 27	<b>Chapter 12:</b> Ethical Issues Relating to	Review Questions Case Study Quiz
9	July 28	Aug. 3	<b>Chapter 13:</b> Death and Dying	Review Questions Case Study Quiz
10	Aug. 4	Aug 6	<b>Final Exam Chapters 1-13</b>	<b>Due by 4:00 pm</b>

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

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

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:**

- X.C.1. Identify scope of practice and standard of care for medical assistants.
- X.C.2. Identify the provider roles in terms of standard of care.
- X.C.3. Identify components of the Health Insurance Portability and Accountability Act (HIPPA)
- X.C.4. Identify the standards outlined in The Patient Care Partnership.
- X.C.5. Identify licensure and certification and they apply to healthcare providers.
- 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, (e) Uniform Anatomical Gift, d, Good Samaritan Act (s), e. 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. 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. American with Disabilities Act Amendments Act (ADAAA).

X.C.11. Identify the process in compliance reporting: a. unsafe, b. errors in patient care, c. conflicts of interest, d. incident reports.

X.C.12. Identify 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. Identify personal and professional ethics.

XI.C.3 Identify professional effects of personal morals on professional performance.

XI.C.4 Identify professional behavior of a medical assistant

### **Skills Based:**

X.P.1. Locate a state's legal scope of practice for medical assistants.

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. Complete compliance reporting bases of public health statutes.

X.P.5. Report an illegal activity in the healthcare setting following proper protocol.

X.P.6. Complete an incident report related to an error in patient care.

XI.P.1. Demonstrate appropriate response(s) to ethical issues.

### **Behavior Based:**

I.A.1. Incorporate critical thinking skills when performing patient assessment

## **Institutional Policies and Guidelines**

**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://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students with 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, Student Accessibility Services Coordinator Phone: 409-933-8919 Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu) Location: COM Doyle Family Administration Building, 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 permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 5-week session is June 30<sup>th</sup>. The last date to withdraw from the 10-week session is July 29. The last date to withdraw for the 2<sup>nd</sup> 5-week session is August 1.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:** The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**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.

**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.

### **Success Tips for Students:**

Interaction Expectations: Because this is an online course, all of the weekly allotted time (at least 6 hours) for this course will be spent interacting with course content via Blackboard primarily by completing weekly quizzes, posting responses to discussion prompts or group case studies, and by reviewing the Learning Module content. Additionally, this means students must take more initiative for their own learning and employ good time management and organizational skills. Students also need to take more initiative in asking questions about anything they do not understand about the course, the content or graded assignments.

### **Useful Websites:**

- Student Resources: <https://www.com.edu/students>
- Library and Bookstore: <https://libguides.com.edu>
- Distance Education FAQs in Parature Knowledge Base: <https://com.parature.com>
- NetTutor: <https://www.com.edu/help-center>
- Disability Services: <https://www.com.edu/counseling/disability-services>



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.