

**MA 161 Course Outline as of Fall 2005****CATALOG INFORMATION**

Dept and Nbr: MA 161 Title: LAW &amp; ETHICS MED ASST

Full Title: Law and Ethics for Medical Assistants

Last Reviewed: 1/27/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: MA 61

**Catalog Description:**

Survey of medical law and ethics related to work in medical settings. Emphasis on implications and decision making for patients, physicians, medical assistants, and other health professionals.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Survey of medical law and ethics related to work in medical settings. Emphasis on implications and decision making for patients, physicians, medical assistants, and other health professionals. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

**ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

**COURSE CONTENT**

**Outcomes and Objectives:**

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

1. Analyze the implications of law and ethics to the medical professional in a variety of health care settings.
2. Demonstrate the ability to act responsibly as the physician's agent with respect to legal requirements of the medical assistant in the medical office.
3. Define legal terminology related to medical law and ethics.
4. Analyze the Medical Practice Act and its implications for physicians and medical assistants in medical offices and discuss the relationship of that document to medical office practice.
5. Describe at least three circumstances that could lead to revocation of the M.D. license.
6. State the regulations and accompanying medical assisting office practices defined by federal, state and local regulations regarding the handling of:
  - A. Narcotics (Controlled Substances Act).
  - B. Treatment of minors.
  - C. Reporting of statistical and communicable disease information.
  - D. Collection practices.
  - E. Confidentiality.
  - F. Family abuse.
  - G. Consent.
7. State the common reasons for lawsuits and evaluate methods and behaviors that promote prevention.
8. Describe the medical assistant's role in obtaining informed consent and list the components of informed consent.
9. Describe the components of a legal contract and distinguish between expressed and implied contracts.
10. Identify situations violating confidentiality and propose solutions for maintaining confidentiality.

11. Use problem-solving techniques to recognize and solve ethical situations related to the medical assistant's role.
12. List at least 6 tasks the clinical medical assistant can perform under California law and at least 3 tasks that are not allowed under California law.
13. Describe the required training for clinical medical assistants.
14. Define a given list of ethical terms.
15. Explain the meaning of the ethical code for medical assistants by listing specific ethical behaviors in the medical office.
16. List at least 5 ethical issues pertaining to medical office practice and argue the pros and cons of each.
17. List 5 ethical issues in modern medicine and discuss the pros and cons of one.
18. State 6 patient's rights as defined by the American Hospital Association.
19. Identify at least 10 common medical office practices that have ethical implications.
20. Reflect a professional approach and exhibit mutual respect for other individuals.
21. Discuss personal values and their relationship to decision making in ethical situations.
22. State or demonstrate at least 10 principles of medical office safety.
23. Discuss environmental safety related to noise control and prevention of common patient accidents.

### **Topics and Scope:**

1. Aspects of Medical Law
  - A. Legal terms
  - B. Sources of law
  - C. Law and the physician
  - D. Legal relationship to patient
    1. standard of care
    2. liability
    3. contract, consent
    4. confidentiality
  - E. Legal regulations in health care
    1. public records
    2. general liability
  - F. Medical records
    1. record keeping and documentation
    2. maintenance
  - G. Employee guidelines and legal responsibilities
  - H. Malpractice prevention.
2. Aspects of Medical Ethics
  - A. Ethical terms
  - B. Historical codes
  - C. Ethics applied to medical office practice
  - D. Examining values and dilemmas
  - E. Ethical behaviors and problems
  - F. Confidentiality
  - G. Patient's Bill of Rights

- H. Codes of ethics for medical professionals
- 3. Safety in the Office
  - A. Principles of safety
  - B. Safe practice
  - C. Environmental safety
  - D. Legal implications

**Assignment:**

1. Read an average of 30 to 50 pages per week.
2. Complete chapter study questions and exercises (20-25 per chapter).
3. Complete 1-5 case study problems per chapter.
4. Conduct Internet research on 5-10 current medical issues pertaining to office practice in California. Compile into notebook.
5. List California regulations and laws for clinical medical assistants, including training requirements.
6. Write a 1-2 page paper on patient rights.
7. Prepare scenarios and participate in role playing to resolving 15-20 dilemmas.
8. Research and write a 2 page paper on a current ethical/legal issue.
9. Quizzes (3-5); final exam.

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Term papers	Writing 15 - 50%
<b>Problem Solving:</b> Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.	
Homework problems, Case studies; scenarios.	Problem solving 10 - 40%
<b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
None	Skill Demonstrations 0 - 0%
<b>Exams:</b> All forms of formal testing, other than skill performance exams.	
Multiple choice, Matching items, Completion	Exams 30 - 40%
<b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.	
Preparation for and participation in discussions.	Other Category 0 - 5%

**Representative Textbooks and Materials:**

Medical Law and Ethics by B. Fremgren., Prentice Hall. 2002.