MA 161 Course Outline as of Fall 2020

CATALOG INFORMATION

Dept and Nbr: MA 161 Title: LAW & 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	1.00	17.5	Lab Scheduled	17.50
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	35.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 Total Student Learning Hours: 70.00

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, providers, medical assistants, and other health professionals. Special attention is given to patient privacy laws. Assignments and discussions will allow students to examine their own personal and cultural values and decision making processes and compare those to the value systems, laws, and decision making processes described in the text.

Prerequisites/Corequisites:
Course Completion of ANAT 140, HLC 140, HLC 160, LIR 10, and PSYCH 1A; AND Concurrent Enrollment in MA 160, MA 162, MA 163, MA 167

Recommended Preparation:
Eligibility for ENGL 1A or equivalent

Limits on Enrollment:

Schedule of Classes Information:
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Concurrent Enrollment in MA 160, MA 162, MA 163, MA 167
Recommended: Eligibility for ENGL 1A or equivalent
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Identify aspects of State and Federal laws that apply to healthcare practice.
2. State aspects of medical ethics relating to health care.
3. Apply ethical principles to ethical dilemmas.

Objectives:
At the conclusion of this course, the student should be able to:
1. Discuss the implications of law and ethics to the medical professional in a variety of health care settings.
2. Identify how to function effectively and responsibly as the provider's agent.
3. Discuss the legal relationship between the medical assistant and supervising licensed healthcare professionals.
4. Define terminology related to medical law and ethics.
5. Discuss and describe the Medical Practice Act and its implications for physicians and medical assistants in the medical offices.
6. State the regulations and accompanying medical assisting office practices defined by federal, state, and local regulations.
7. Describe the medical assistant's role in obtaining informed consent and list the components of informed consent.
8. Describe the components of a legal contract and distinguish between expressed and implied contracts.

9. Identify situations violating confidentiality and propose solutions for maintaining confidentiality as shown by HIPAA (Health Insurance Portability and Accountability Act of 1996) confidentiality laws.
10. Use problem-solving techniques to recognize and address ethical situations related to the medical assistant's role.
11. List the tasks that the medical assistant can and cannot perform under California law.
12. Describe the required training for medical assistants.
13. State patient's rights as defined by the American Hospital Association.
14. Identify common medical office practices that have ethical implications.
15. Show professionalism and exhibit mutual respect for other healthcare professionals and patients.
16. Describe safe practices used in the medical office/clinical setting.
17. Compare and contrast the scope of practice for both a clinical and administrative medical assistant.
18. Examine personal and cultural values.

Topics and Scope:

I. Aspects of Medical Law
- A. Legal terms
- B. Sources of law
- C. Law and the provider
- D. Legal relationship to patient
  1. Standard of care
  2. Liability
  3. Contract and consent
  4. Confidentiality
  5. HIPAA (Health Insurance Portability and Accountability Act of 1996)
- 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

II. 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. The Patient's Bill of Rights
- H. Codes of ethics for medical professionals

III. Safety in the Office
- A. Principles of safety
- B. Safe practice
- C. Environmental safety
- D. Legal implications

IV. Responsibility to Follow Laws and Regulations
- A. Narcotics (Controlled Substances Act)

B. Treatment of minors
C. Reporting of statistical and communicable disease information
D. Collection practices
E. Confidentiality
F. Mandated reporting
    1. Elder and dependent adult abuse and neglect
    2. Child abuse and neglect
    3. Spousal/domestic partner abuse and neglect
G. Consent

*The above section is covered in Lab.

Assignment:

Lecture-Related Assignments:
1. Read an average of 30 to 50 pages per week
2. Complete chapter study questions and exercises (20-25 per chapter)
3. Complete 2-5 case study problems
4. Prepare internet research report on 5-10 current medical issues pertaining to office practice in California
5. Construct lists of California regulations and laws for allowable and prohibitive duties for medical assistants
6. List California training sites and certification requirements for medical assistants
7. One, 2 - 3 page paper on an ethical dilemma in a medical office/clinical setting
8. Quizzes (3-5)
9. Final exam

Lab-Related Assignments:
1. Research and class discussion about personal value systems

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, internet research report, chapter study questions and exercises: paper on ethical dilemma	Writing 30 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Case studies	Problem solving 15 - 25%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes and final exam	Exams 30 - 45%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation, in-class discussion; conduct Internet research; lists of regulations, laws, training sites and certifications	Other Category 10 - 20%

Representative Textbooks and Materials:
Medical Law and Ethics. 5th ed. Fremgen, Bonnie. Pearson. 2015 (classic)
Instructor prepared materials