

CATALOG INFORMATION

Dept and Nbr: MA 61

Title: LAW ETH MED OFF

Full Title: Law and Ethics in the Medical Office

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	1	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: MSR 61

**Catalog Description:**  
Interrelationships between the medical office worker's role and responsibilities and the legal and ethical guidelines are explored. Emphasis is on analysis and decision making encountered in health care settings in which the MS/R would need to demonstrate legal, ethical, and safety behaviors.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100A or ENGL 100.

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Orientation to the occupation of Administrative Medical Assistant with emphasis on legal & ethical issue (Grade Only)  
Prerequisites/Corequisites:  
Recommended: Eligibility for ENGL 100A or ENGL 100.  
Limits on Enrollment:

Transfer Credit: CSU;  
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>	Transferable	Effective:	Fall 1981	Inactive:	Fall 2005
<b>UC Transfer:</b>		Effective:		Inactive:	

**CID:**

**Certificate/Major Applicable:**  
Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The students will:

1. Analyze the implications of law and ethics to the medical secretary in a variety of health care settings.
2. Demonstrate the ability to act responsibly as the physician's agent by listing fifteen legal responsibilities and solving fifteen potential situations reflecting legal implications.
3. Define legal terminology as listed by the instructor.
4. State the three areas of governance of the Medical Practice Act and the relationship of that document to medical office practice.
5. Know the circumstances necessary for revocation of the M.D. license.
6. List or state the regulations and accompanying MS/R 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. Treatment of medical records.
  - F. Child abuse.
  - G. Consent.
7. Analyze behaviors which promote protection from legal actions.
8. State the common reasons for lawsuits and evaluate methods for prevention.
9. State the MS/R role in obtaining informed consent and list the components of informed consent.
10. Describe the components of a legal contract and distinguish between expressed and implied contracts.
11. Identify situations violating confidentiality and propose solutions for maintaining confidentiality.

12. Use problem-solving techniques to recognize and solve ethical situations related to the MS/R role.
13. Define a given list of ethical terms.
14. Explain the meaning of the ethical code for medical assistants by listing specific ethical behaviors in the medical office.
15. List five ethical issues pertaining to medical office practice and argue the pros and cons of each.
16. List five ethical issues in modern medicine. Argue the pros and cons of one.
17. State six patient's rights as defined by the American Hospital Association.
18. Identify ten office practices common to the medical offices that have ethical implications.
19. Reflect a professional approach and exhibit mutual respect for individuals in the classroom. Be open to listening and understanding other's opinions.
20. Discuss personal values and their relationship to decision making in ethical situations.
21. Differentiate ethical from legal behaviors with 100% accuracy.
22. State or demonstrate ten principles of medical office safety.
23. List the three most common causes of fire in the medical office and hospital.
24. Discuss environmental safety related to noise control and prevention of common patient accidents.
25. Complete the above stated objectives with 70% accuracy in class discussion, assignments, and essay and multiple choice tests.

### **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. Health care legal regulations.
    1. public records
    2. general liability
  - F. Medical records.
    1. recording, documenting
    2. maintenance
  - G. Employee guidelines.
  - H. MS/R legal responsibilities.
  - I. 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. MS/R Ethics and Code.
3. Safety in the Office.
    - A. Principles of safety.
    - B. Safe practice.
    - C. Environmental safety.
    - D. Legal implications.

### Assignment:

1. Complete writing assignments including:
  - A. study questions.
  - B. application exercises.
  - C. Case study problems.
2. Preparation for discussion of legal situations.
3. Written report regarding CA laws.
4. Written paper on patient rights.
5. Preparation and participation in resolving ethical dilemmas.
6. Written 3-page research paper.
7. Read an average of 50 pages per week.

### 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  
10 - 50%

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

Homework problems

Problem solving  
10 - 40%

**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.

Multiple choice, Matching items, Completion

Exams  
10 - 40%

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

PREPARATION FOR, AND PARTICIPATION IN,  
DISCUSSION.

Other Category  
0 - 5%

**Representative Textbooks and Materials:**

LAW AND ETHICS IN THE MEDICAL OFFICE by Lewis and Warden. F.A. Davis,  
1988.