



SPECIAL TOPICS IN HEALTHCARE

COURSE SYLLABUS

3-0-3.0

Date: 1/6/2011

COURSE NUMBER: AHS 155

PREREQUISITE(S): AOT 252 with a minimum grade of "C"

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

This course emphasizes specialized job-related education in health care. This course will introduce the legal side of the medical office and provide a foundation of law as a guide to a future employee's behavior. It attempts to help prevent medical malpractice litigation by exposing the student to the legal concepts of standard of care, scope of employment, criminal and civil acts, contract, and negligence, and to ethical concepts. It attempts to inform persons in the health care delivery system of the legal and ethical aspects of their employment.

TEXTBOOK(S): Flight, Myrtle. Law, Liability & Ethics for the Medical Office Professional, Fifth Edition, New York: Delmar Learning, 2011.
ISBN: 978-1-4283-5941-3

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Current Internet Explorer 5.0 or higher or other current browser, Java, Microsoft Office word processing software, and anti-virus software.

METHOD OF INSTRUCTION: This is an online course that will be taught by PowerPoint presentation, case projects, study questions and discussion postings.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	60	=	D
Below	-	60	=	F

**GRADE
CALCULATION
METHOD:**

Three (3) Unit Tests	=	40%
Suggested Activities, Study Questions, Case Analysis	=	30%
Discussion Postings	=	15%
Final Paper	=	15%
	=	<u>100%</u>

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor during the first week of school. If an email is not received the instructor will drop the student from the course.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a

withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

ACADEMIC CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CLASS/LAB PROCEDURES:

Guidelines for assignments:

DISCUSSION QUESTIONS

Every 2-3 weeks (on Monday), there will be a discussion challenge question posed. You are to compose a posting that meets all the noted requirements and post for the class to read. You will have 1-2 weeks in which to develop and post your response to receive credit. That posting must be placed in the public discussion area for that specific topic by the due date. Due dates will be provided when the challenge is opened by the instructor.

Every student is then required to respond to a minimum of 2 other responses in the folder. (For credit, you must post your responses in the appropriate public discussion area of the course.) They should be meaningful and offer suggestions/opinions/ideas to receive credit. (Just responding with “Jackie, I agree with you on that” will not be considered a meaningful response☺) A minimum of three sentences for each response is required. All sentences

must have correct spelling, proper grammar and appropriate punctuation.

Each student will receive a grade for the challenges based on the following criteria:

100= Posted initial thoughtful and creative response to the question posed and responded to a minimum of 2 other postings with meaningful feedback

75= Posted initial thoughtful and creative response to the question posed and responded to 1 other posting with meaningful feedback

50=Posted initial thoughtful and creative response to the question posed, but did not respond to other postings

50=Responded to 2 postings in the discussion challenge folder, but did not post initial response

25=Responded to 1 posting in the discussion challenge folder, but did not post initial response

0= Did not participate in any discussions

SUGGESTED ACTIVITIES, STUDY QUESTIONS AND CASE STUDIES

Each chapter in the text has Suggested Activities, Study Questions and/or a Case Study as an assignment. You will complete the assignment with answers in complete sentences using Microsoft Word software. Each answer must be reflective of the material in the corresponding chapter and show that you understood the question. Each question will be individually answered thoroughly using correct grammar, punctuation and sentence structure. The answers will be submitted via the assignment drop box in the assignments tab in Blackboard.

You will complete the Suggested Activity case or Case Study by typing at least three double spaced paragraphs in Word responding to the questions at the end of each case. Each paragraph must have a minimum of three sentences. The questions must be answered thoroughly with references made to the course material in that chapter. Each sentence must have correct spelling, grammar, and punctuation. Writing style, chapter references and responses to case study questions will be assessed for a grade.

TESTS

All tests will be taken in the Testing Center located in the East Building at SCC. Dates and Times for test availability will be posted.

FINAL ETHICS PAPER

Write a 5-page double-spaced paper on an ethical issue. Take a position either for or against the topic and defend that position based on research (not just your opinion). Locate articles for and against the ethical issue in the newspaper or in a reputable website, document your reaction to the ethics of the article. (More detailed information forthcoming.) You must have a minimum of 5 resources for a works cited page, not all internet sources. Each resource must be from a reputable source. This paper will be due the last day of class. More specifics will be given through the course site.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at <http://www.sccsc.edu/SDS/> or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

Instructor

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COURSE OUTCOMES & OBJECTIVES:

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

- I. Evaluate the need for the health care professional to develop both the science and professional conduct aspects of their profession.
 1. Appreciate the need to understand the law applicable to a medical office.
 2. Recognize that employment in a medical office carries with it legal obligations for the patient, employer, employee, and state.
 3. Distinguish between the standard of care required of professional and nonprofessional personnel by the courts.
 4. Distinguish between practicing as a multiskilled health care professional and practicing medicine.

- II. Explain the nature of the legal system
 1. Differentiate between the origins of statutory, common, and administrative law
 2. Identify the steps necessary for the passage of federal and state legislation and the appellate system.
 3. Identify three administrative law agencies involved in the regulation of the medical office.
 4. Explain the importance of a legal citation in legal research
 5. Understand the basic procedures in trials of medical malpractice cases.
 6. Demonstrate techniques that aid in being a good witness.

- III. Examine the difference in intent in a legal situation involving crime and punishment.
 1. Distinguish between criminal and civil cases of action.
 2. Differentiate between criminal behavior, a felony and a misdemeanor
 3. Understand the reasoning behind a jury's decision

- IV. Identify the basic principles involved in creating a contract.
 - 1. Understand the elements that create a contract
 - 2. Recognize the contractual nature of your employment
 - 3. Understand the law of agency as it affects patients.
- V. Explain the elements of a medical malpractice case
 - 1. Distinguish between malpractice and negligence
 - 2. Identify when there is a breach of duty to a patient
 - 3. Identify the legal, moral, and ethical aspects of informed consent.
 - 4. Analyze emergency situations and the Good Samaritan Law.
 - 5. Analyze civil malpractice cases, tort cases, product liability.
- VI. Discuss how Health Care is a Business
 - 1. Identify health delivery systems
 - 2. Define how government influences the practice of medicine
 - 3. Understand, OSHA regulations, ADA, ERISA, Family and Medical Leave Act, collection laws.
 - 4. Recognize the importance of the basic discrimination law, unions, and management.
- VII. Identify the role of the medical assistant with respect to procedures regarding access to, handling and confidentiality of the medical record and its contents.
- VIII. Distinguish between law, morals, ethics and etiquette
- IX. Distinguish between privacy, confidentiality, and privileged communication.
 - 1. Recognize the medical assistant's role in maintaining confidentiality
 - 2. Develop a personal philosophy for dealing with confidentiality dilemmas within an ethical framework.
- X. Discuss the ethical issues surrounding human reproduction and the beginning of life
- XI. Recognize the importance of balancing autonomy and paternalism

- XII. Discuss the ethical dilemmas surrounding the AIDS epidemic.
- XIII. Identify the moral problems associated with genetic research.
- XIV. Understand the ethics regarding death and dying; euthanasia, withdrawing life support, DNR orders and the Patient Self-Determination Act
- XV. Understand the creed of the AAMA