

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Medical Law and Ethics

MDCA 1305_001

Alyssa Van Vleet

NOTE: This is a 16-week course.
NOTE: This is a Face-to-Face course.

Course Description:

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants.

Prerequisites and/or Corequisites:

None

Semester hours: 3 (3 lecture)

Course Notes and Instructor Recommendations:

This course will be taught in a face-to-face format on Mondays and Wednesdays in room 107 in the Science Building basement. To be successful in this class, it will require several things:

- Spending time outside of class, preparing for the lectures by (GASP) reading the chapters in the book and reviewing the PowerPoints (I also advise that you print them off as well so you aren't trying to scribble all the notes from the PowerPoint during the lectures. I promise, you'll thank me for this tip!)
- Deadlines are important. Therefore, the students need to make sure that they read the tentative schedule to know when deadlines are and need to organize their time to meet those deadlines.
- Study for tests. Students need to set aside a certain time of the day to study for the exams given in this class. It is also important to advise family and friends when this time is to avoid distractions from becoming a problem.

I also recommend that you bring your laptop to class everyday. We will be reviewing assignments that you submit via Brightspace and if you are someone that doesn't print assignments, then you will still be able to access them on your laptop.

Instructor Information:

Instructor Name: Alyssa Van Vleet

MCC Email: avanvleet@mclennan.edu

Office Phone Number: 254-299-8319

Office Location: HP Bldg. Rm. 129

Office/Teacher Conference Hours: Monday/Wednesday: 2:00 PM-4:00 PM.

Tuesday/Thursday: 1:00 PM-3:00 PM

Friday: 8:00 AM-10:00 AM

*****INSTRUCTOR NOTE:*****

When contacting your professor by email for this course, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work.) This means no slang, or being “lazy” with your wording. You are in college, preparing for your future, please communicate like it!
2. Use your MCC student email address
3. I check my email several times a day and try to respond as quickly as possible. However, I still have my own schedule and may not be able to respond instantly.
4. I do not respond to emails after 9 PM. If you need to contact me, please do it before then.

Required Text & Materials:

Title: Medical Law and Ethics

Author: Bonnie F. Fremgen, Ph.D.

Edition: 6th

Publisher: Pearson

ISBN: 9780135414521

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

This course will be held in a face-to-face format. Methods of teaching include (but not limited to): on campus lectures, discussions, projects, service learning assignments, student performances/presentations, portfolio, exams, quizzes, simulators, and/or tutorial software.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student’s financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Attendance:

- Attendance will be checked at the start of class. Should you be absent or tardy, I request that you send me an email, letting me know that you will not be present or will be coming in late. Should a student accumulate 3 tardies, it will equal 1 absence.
- Absence from 15 percent of scheduled lecture and/or laboratory meetings (5 days) will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. If the student's 15 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 15 percent point after the official drop date, the student will receive an F. Each absence will count toward attendance requirements in each course.
- There are times when an absence is unavoidable (doctor appointments, sick/sick kids, etc.). With that being said, should you be absent, if you present with a doctors excuse for that day, that absence will be excused and will NOT count against your absences for the semester.

Course Objectives and/or Competencies:

All of the following CAAHEPs competencies must be met by each student.

Cognitive Domain

VIII.C

1. Third Party Reimbursement

VIII.C.5. Differentiate between fraud and abuse

X.C

2. Legal Implications

X.C.1. Differentiate between scope of practice and standards of care for medical assistants

X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of care

X.C.3. Describe components of the Health Insurance Portability & Accountability Act (HIPAA)

X.C.4. Summarize the Patient Bill of Rights

X.C.5. Discuss licensure and certification as they apply to healthcare providers

X.C.6. Compare criminal and civil law as they apply to the practicing medical assistant

X.C.7. Define:

- a. negligence
- b. malpractice
- c. statute of limitations
- d. Good Samaritan Act(s)
- e. Uniform Anatomical Gift Act
- f. living will/advanced directives
- g. medical durable power of attorney
- h. Patient Self Determination Act (PSDA)
- i. risk management

X.C.9. List and discuss legal and illegal applicant interview questions

X.C.11. Describe the process in compliance reporting:

- a. unsafe activities'
- b. errors in patient care
- c. conflicts of interest
- d. incident reports

X.C.12. Describe compliance with public health statutes:

- a. communicable diseases
- b. abuse, neglect, and exploitation
- c. wounds of violence

X.C.13. Define the following medical legal 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
- n. Good Samaritan laws

XI.C

3. Ethical Considerations

XI.C.1. Define:

- a. ethics
- b. morals

XI.C.2. Differentiate between personal and professional ethics

XI.C.3. Identify the effect of personal morals on professional performance

Psychomotor Domain

X.P

1. Legal Implications

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

X.P.2. Apply HIPAA rules in regard to:

- a. privacy
- b. release of information

X.P.4. Apply the Patient's Bill of Rights as it relates to:

- a. choice of treatment
- b. consent for treatment
- c. refusal of treatment

X.P.5. Perform compliance reporting based on public health statutes

X.P.6. Report an illegal activity in the healthcare setting following proper protocol

XI.P

2. Ethical Considerations

XI.P.1. Develop a plan for separation of personal and professional ethics

XI.P.2. Demonstrate appropriate response(s) to ethical issues

Affective Domain

X.A

1. Legal Implications

X.A.1. Demonstrate sensitivity to patient rights

X.A.2. Protect the integrity of the medical record

XI.A

2. Ethical Considerations

XI.A.1. Recognize the impact personal ethics and morals have on the delivery of healthcare

Course Outline or Schedule:

Week 1: Syllabus review and begin lecture Chapter 1

Week 2: Review Chapter 1 questions and lecture Chapters 2 and 3

Week 3: Review Chapters 2 & 3 questions and lecture Chapter 4

Week 4: Review Chapter 4 questions and lecture Chapter 5

Week 5: **Exam #1: Chapters 1-5** and lecture Chapter 6

Week 6: Review Chapter 6 questions and lecture Chapter 7

Week 7: Review Chapter 7 questions and lecture Chapter 8

Week 8: Review Chapter 8 questions and lecture Chapter 9

Week 9: Review Chapter 9 questions and lecture Chapter 10

Week 10: Review Chapter 10 questions and **Exam #2: Chapters 6-10**

Week 11: Lecture Chapter 11, review Chapter 11 questions and begin Chapter 12

Week 12: Finish Chapter 12, review Chapter 12 questions and start Chapter 13 lecture

Week 13: Finish Chapter 13 lecture, review Chapter 13 questions and lecture Chapter 14

Week 14: Review Chapter 14 questions

Week 15: **Exam #3: Chapters 11-14** and review for final

Week 16: **Final Exam**

This schedule is tentative and may change throughout the semester. Students will be notified in advance of any necessary changes.

Course Grading Information:

GRADE BREAKDOWN

Participation 10%

Homework 15%

Quizzes: 15%

Exams 30%

Final Exam 30%

Class Participation:

This should be the easiest 100 you will ever earn! Every class we have, you will be graded on your participation which includes (but not limited to) being actively involved in the lectures including expression of opinions (always respectful) and questions on classroom lectures, listening attentively, and completing all assigned work. Points will be deducted should you cause distraction, being on your phone, repeatedly showing up late to class, falling asleep, etc.

Homework:

After every chapter we lecture, there will be assigned homework that is to be completed and submitted via Brightspace. Before each lecture, we review and discuss the previous chapters homework to make sure there is a complete understanding of all the questions. Should the homework not be submitted by the due date/time, you will received a 0 for that particular grade unless you have a documented excuse.

Quizzes:

Quizzes will be given at random throughout the semester. *Hint* there will be at least 1 quiz between each exam given. However, they are not able to be made up. So if you are absent on a day that a quiz is given, you will receive a 0 for that particular grade.

Exams:

Like mentioned above, there will be a total of 3 exams and 1 final exam at the end of the semester.

HOW THE COURSE GRADE WILL BE DETERMINED

A = 90-100

B = 80-89

C = 70-79

You must maintain a 70% or higher to pass all MDCA courses

*****Instructor Note*****

Cheating or plagiarism will not be tolerated in any form. First offence will result in a grade of zero on the said work/exam. Second offence will result in expulsion from the program.

Late Work and Make Up Work Policies:

- Exam dates are on the tentative schedule. Should you miss an exam, it is up to YOU to meet with me to schedule a make-up exam. If a make-up exam is given, it must be within one week of the scheduled exam. If student does not get with me within one week after the scheduled exam date, the grade for the exam will be a 0. Graded exams must be returned to the instructor during the class period in which it was returned to the students.
- The final exam must be taken on the scheduled date and time unless prior arrangements have been made with the instructor.

Student Behavioral Expectations or Conduct Policy:

Proper student behavior during class is expected at all times. This includes proper respect for your classmates and their opinions, the instructor, dress code, language, attitude, and respect for the field in which you are entering. During class, you are expected to participate in the lecture. Cell phones are to be placed on silent and put away. If you need to answer a call, please excuse yourself into the hall to answer. Sleeping in class will not be tolerated. If you are caught sleeping, points will be deducted from your participation grade. During exams, you are required to remove all watches and place them along with your phone, books, notes, etc. away in your backpack. Consequences for failure to comply with all class rules/guidelines stated in this syllabus as well as other rules stated in the MCC Student Handbook will have the following consequences:

- (1) The student will be asked to comply with the rules (penalties will stand as stated).

(2) If the student fails to comply, the student will be asked to leave the room for the remainder of the class for that day.

(3) Subsequent incidents will result in a conference with the program director, the campus disciplinary specialist, and/or the dean of workforce education for further disciplinary actions which could include being dropped from the course. It is the student's responsibility to make up any missed work by the original deadline for the work missed due to a disciplinary action.

*****INSTRUCTOR NOTE:*****

Often, your success in the course can be maintained through discussion with me. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation. Communicate issues as early as possible. There is absolutely nothing I can do to prevent failure if I find out about the issue too late.

I expect every student within this program to behave with the upmost professionalism and respect at all times. You are preparing to enter a field into which both of those qualities are valued. Please do not tarnish your reputation by behaving in such a way that causes others to lose respect for you.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

*****INSTRUCTOR NOTE:*****

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which I feel warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.