



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2008-09
(i.e. 2003-2004)

NEXT REVIEW: 2013-14
(i.e. 2008-2009)

STATUS: A
(A, I, D)

COURSE TITLE: Law and Ethics for the Medical Assistant

COMMON COURSE NUMBER: MEA 0382

CREDIT HOURS:

CONTACT HOUR BREAKDOWN
(per 16 week term)

CLOCK HOURS: 32
(Voc. Course ONLY)

Lecture: 32 Lab:
Clinic: Other:

PREREQUISITE(S): Program Admission

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION : *The ethics of medicine and medical practice are studied. Legal requirements and implications to the medical professional are stressed.*

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area None
General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area None
General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area None

UNIT TITLES

- | | |
|--|----------------------|
| 1. Medical Law, Ethics and Bioethics | 14. Scarce Resources |
| 2. Medical Practice Management | |
| 3. Employees in Ambulatory Care | |
| 4. Legal Guidelines for Health Professionals | |
| 5. Regulations and Professional Liability for Health Professionals | |
| 6. Public Duties | |
| 7. Consent | |
| 8. The Medical Record | |
| 9. Reimbursement and Collection Practices | |
| 10. Cultural Perspectives | |
| 11. Bioethical Issues: Abortion, & Life and Death | |
| 12. Bioethical Issue: Genetic Testing | |
| 13. Employment Practices | |



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

EVALUATION: (Students will be assessed using unit examinations and or assignments and projects.)

Please provide a brief description

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: <i>(highlight in green ALL that apply)</i> (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: MEA 0382

UNITS

Unit 1 Medical Law, Ethics and Bioethics

General Outcome:

- 1.0 The student shall: be able to understand the differences within law, ethics and bioethics as they apply to the practice of medicine. Build a foundation in ethical behavior and decision-making**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Compare the terms Law, Ethics and Bioethics.**
- 1.2 Develop an understanding of contemporary bioethical issues in relation to traditional ethical values.**
- 1.3 Trace the historical developments of medical ethics and bioethics.**
- 1.4 List and discuss at least three ethical codes.**
- 1.5 Develop an appreciation for the importance of ethical conduct for physicians and all health care practitioners.**
- 1.6 Describe the characteristics that are important for a professional and ethical health care employee.**
- 1.7**
- 1.8**
- 1.9**
- 1.10**
- 1.11**
- 1.12**
- 1.13**
- 1.14**
- 1.15**



Common Course Number: MEA 0382

Unit 2 Medical Practice Management

General Outcome:

- 2.0 The student shall: be able to compare the various forms of business management and to consider the influence of managed care. Understand the general liability associated with health care settings and to examine the role of the health care employee in these areas.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Compare types of medical practice management.**
- 2.2 List two advantages and disadvantages of each practice type for both physician and employee.**
- 2.3 Describe managed care options.**
- 2.4 Discuss the role of health maintenance organizations, (HMO), preferred provider organizations (PPO) and joint ventures.**
- 2.5 Compare personnel needs and responsibilities for each type of practice management.**
- 2.6**
- 2.7**
- 2.8**
- 2.9**
- 2.10**
- 2.11**
- 2.12**
- 2.13**
- 2.14**
- 2.15**



Common Course Number: MEA 0382

Unit 3 Employees in Ambulatory Care

General Outcome:

- 3.0 The student shall: be able to get acquainted with the employees most commonly found in ambulatory health care settings, emphasizing their educational preparation.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Discuss licensure, certification and registration of health care professionals.**
- 3.2 Provide at least three examples of non-licensed personnel in the health care setting.**
- 3.3 List two similarities and dissimilarities between a technician and technologist and a physician assistant and a medical assistant.**
- 3.4**
- 3.5**
- 3.6**
- 3.7**
- 3.8**
- 3.9**
- 3.10**
- 3.11**
- 3.12**
- 3.13**
- 3.14**
- 3.15**



BROWARD COMMUNITY COLLEGE

COURSE OUTLINE

Common Course Number: MEA 0382

Unit 4 Legal Guidelines for Health Professionals

General Outcome:

- 4.0 The student shall: be able to understand the grater concept of law, its sources, and types; the trial process; and the Federal Controlled Substance Act.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Develop an understanding of how the law directly affects the various aspects of the physician's practice of medicine and those in his employ.
- 4.2 Describe the sources of law.
- 4.3 List the three branches of government in the US.
- 4.4 Define: Constitutional Law
Common Law
Statutory Law
Administrative Law
Plaintiff
Defendant
Felony
Misdemeanor
- 4.5 Distinguish between Criminal and Civil law.
- 4.6 List the different types of courts.
- 4.7 Distinguish between a subpoena and a subpoena decus tecum.
- 4.8 Develop and understanding of professional liability.
- 4.9 List three steps necessary for obtaining narcotics registration.
- 4.10 Describe the procedure to follow for administering and dispensing controlled substances.
- 4.11 Recall the five schedules of controlled substances.
- 4.12 Discuss the factors that determine in which court a case will be heard.
- 4.13 Discuss the use of probate court and small claims court for health care setting.
- 4.14 Discuss the circumstances that might require the service of an expert witness.
- 4.15



Common Course Number:

Unit 5 Regulations and Professional Liability for Health Care Professionals

General Outcome:

- 5.0 The student shall: be able to understand state medical practice acts, professional liability and negligence, standard of care, contracts and torts, confidentiality, statute of limitations, malpractice prevention and risk management.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Identify four common requirements for a physician to be licensed.**
- 5.2 Identify three conditions under which a physician's license may be revoked.**
- 5.3 Explain professional liability for physicians.**
- 5.4 Discuss confidentiality and summarize the key points of HIPAA related to health care.**
- 5.5 Compare and contrast intentional and unintentional torts.**
- 5.6 Identify the four D's of negligence.**
- 5.7 Discuss *res ipsa loquitur* and *respondent superior*.**
- 5.8 Discuss the term statute of limitations, and identify the three most common points for injury-related statute of limitations to begin.**
- 5.9 Recall ten guidelines for risk management.**
- 5.10**
- 5.11**
- 5.12**
- 5.13**
- 5.14**
- 5.15**



Common Course Number: MEA 0382

Unit 6 Public Duties

General Outcome:

- 6.0 The student shall: be able to emphasize the importance of the physician's responsibilities to society while performing professional services. Examine the role of the Medical Assistant in this area.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 List at least five areas of public duties for the physician.**
- 6.2 Discuss the importance of completing birth and death certificates.**
- 6.3 Identify the circumstances in which a county coroner or medical examiner would be called to investigate a death.**
- 6.4 List a least four injuries that are reportable.**
- 6.5 Discuss child and elder abuse laws.**
- 6.6 Identify four types of professionals who are required to report suspected child abuse.**
- 6.7 Summarize intimate partner violence.**
- 6.8 Describe the processes used in gathering and securing evidence.**
- 6.9 Explain the problem associated with substance abuse.**
- 6.10 List four possible ways to prevent drug abuse in the ambulatory care setting.**
- 6.11 Discuss Good Samaritan Laws.**
- 6.12**
- 6.13**
- 6.14**
- 6.15**



Common Course Number: MEA 0382

Unit 7 Consent

General Outcome:

- 7.0 The student shall: be able to understand the importance of properly executed consent when giving treatment.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Explain why consent is important.**
- 7.2 Give examples of verbal consent, non-verbal consent, and written consent.**
- 7.3 Compare informed and uninformed consent.**
- 7.4 List the four elements of the doctrine of informed consent.**
- 7.5 Identify the following special situations in consent: minors, spouses, language barriers, clinical research, and when consent is not necessary.**
- 7.6 Discuss the role of the Medical Assistant in the consent process.**
- 7.7**
- 7.8**
- 7.9**
- 7.10**
- 7.11**
- 7.12**
- 7.13**
- 7.14**
- 7.15**



Common Course Number: 0382

Unit 8 The Medical Record

General Outcome:

- 8.0 The student shall: be able to understand the purpose, use and importance of the medical record and the client's right to privacy and confidentiality.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 List six purposes of medical records in ambulatory care settings.**
- 8.2 Name and describe two types of charting methodologies.**
- 8.3 Discuss SOAP and SOAPER and its use in medical records.**
- 8.4 Demonstrate by example how and when to correct an error in the medical record.**
- 8.5 Discuss the impact of HIPAA on medical records.**
- 8.6 Describe the guidelines for keeping client information private in electronic and paper medical records.**
- 8.7 Describe the process to follow when a subpoena or court order is received for medical records.**
- 8.8 Explain ownership of medical records.**
- 8.9 Explain retention and storage of medical records.**
- 8.10**
- 8.11**
- 8.12**
- 8.13**
- 8.14**
- 8.15**



Common Course Number: 0382

Unit 9 Reimbursement and Collection Practices

General Outcome:

- 9.0 The student shall: be able to understand the importance of appropriate collection procedures for efficient financial management and for satisfied clients.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1 List five guidelines related to reimbursement.**
- 9.2 List the laws that have an impact in reimbursement.**
- 9.3 Describe five government insurance programs.**
- 9.4 List at least five appropriate items to be covered in a collection policy.**
- 9.5 Identify the proper steps to follow when collecting a bill by telephone or mail.**
- 9.6 Identify collection don'ts established by the Federal Trade Commission.**
- 9.7 Address solutions to collection problems.**
- 9.8 List steps to follow in selecting a collection agency.**
- 9.9 Discuss the ethical implications regarding reimbursement and collections.**
- 9.10**
- 9.11**
- 9.12**
- 9.13**
- 9.14**
- 9.15**



Common Course Number: MEA 0382

Unit 10 Cultural Perspectives

General Outcome:

10.0 The student shall: be able to understand cultural diversity and recognized its importance in the delivery of health care.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 10.1 Discuss the impact of cultural influences in health care.**
- 10.2 Identify the stages of sensitivity to cultural diversity.**
- 10.3 Recall components of cultural diversity.**
- 10.4 Examine the concept of a new culture.**
- 10.5 Evaluate self as related to cultural sensitivity.**
- 10.6 Identify any personal prejudice or bias and determine a strategy to address it.**
- 10.7 Identify cross-cultural communication.**
- 10.8**
- 10.9**
- 10.10**
- 10.11**
- 10.12**
- 10.13**
- 10.14**
- 10.15**



Common Course Number: MEA 0382

Unit 11 Bioethical Issues: Abortion, and Life and Death

General Outcome:

11.0 The student shall: be able to identify ethical and legal guidelines related to abortion, genetic testing and life and death issues.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 11.1 Discuss the use of the terms abortion and miscarriage.**
- 11.2 Describe the process of fetal development.**
- 11.3 List five theories of when life begins.**
- 11.4 Explain the several methods of abortion.**
- 11.5 Analyze the major ethical issues on abortion.**
- 11.6 Discuss the Supreme Court decision on abortion from 1973 to present.**
- 11.7 Describe the different types of advance directives for health care.**
- 11.8 Understand the components of the Patient-Self-Determination Act.**
- 11.9 Discuss choices an individual might have in death.**
- 11.10 Describe advances in technology to enhance or prolong life.**
- 11.11 Differentiate between Euthanasia, active Euthanasia and physician-assisted suicide.**
- 11.12 Compare the various legal definitions of death.**
- 11.13 Discuss the ethical implications and the role of the health professional in dealing with clients and families in life-and-death decisions.**
- 11.14 Discuss the stages of dying as defined by Kubler-Ross.**
- 11.15 Discuss the Uniform Anatomical Gift Act.**
- 11.16 Identify and explain five physiological and psychological aspects affecting dying clients.**



Common Course Number: MEA 0382

Unit 12 Bioethical Issue: Genetic Testing

General Outcome:

12.0 The student shall: be able to identify ethical and legal guidelines related to genetic testing, screening, and methods of artificial conception.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 12.1 List the reasons for genetic testing.**
- 12.2 List diseases that can be detected by genetic testing.**
- 12.3 Compare voluntary and mandatory genetic screening.**
- 12.4 Describe three tests used in genetic testing.**
- 12.5 Describe the legal and ethical implications of sterilization.**
- 12.6 Describe the International Human Genome Sequencing Consortium.**
- 12.7 Discuss ethical ramifications of AID and AIH.**
- 12.8 Describe in vitro fertilization and other forms of assisted reproduction.**
- 12.9 Recall two examples of surrogacy.**
- 12.10 Compare and contrasts the following cells: stem, embryonic, adult and umbilical cord and their use in the treatment of diseases.**
- 12.11 State special considerations for health care employees concerning any area in genetic testing.**
- 12.12**
- 12.13**
- 12.14**
- 12.15**



Common Course Number: MEA 0832

Unit 13 Employment Practices

General Outcome:

13.0 The student shall: be able to identify effective employment practices in the health care setting.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 13.1 Discuss the importance of policy manual and personnel policies.**
- 13.2 Discuss the importance of correct hiring practices.**
- 13.3 List four necessary components of personnel policies.**
- 13.4 Identify three necessary elements of job descriptions.**
- 13.5 Discuss office hours, work week, benefits and salaries.**
- 13.6 List eight techniques for effective interviews.**
- 13.7 Describe sexual harassment, Occupational Safety and Health Act, and the Americans with Disability Act as federal mandates.**
- 13.8 Identify five potential discrimination problems to consider when hiring.**
- 13.9 Outline the family and Medical Leave Act and its use in the medical practice.**
- 13.10 Discuss the importance of the American Disabilities Act to the employer and employee.**
- 13.11 Recall procedures for selecting the right employee and promote employee longevity.**
- 13.12**
- 13.13**
- 13.14**
- 13.15**



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: MEA 0832

Unit 14 Scarce Resources

General Outcome:

14.0 The student shall: be able to understand that medical resources are scarce and acquaint the student with how decisions are made to allocate these resources.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 14.1 Explain the phrase *macroallocation* and *microallocation* of scarce resources.**
- 14.2 Explain how decisions are made at the *macroallocation* level.**
- 14.3 Explain how decisions are made at the *microallocation* level.**
- 14.4 Discuss the influence of politics, economics, and ethics on health care.**