



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

AOT-196
OFFICE CONFIDENTIALITY AND SECURITY

Course Description

This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPAA, and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed. Legal and ethical issues related to the beginning and ending of life, bioethics, cultural diversity and the PPACA are included.

P/Co-Requisites: RDG 100

3 CR (1.5 lecture, 1.5 online)

Course Focus

Student incorporation and application of legal and ethical concepts into work in the medical office.

Text and References

James F. Allen Jr. *Health Law and Medical Ethics for Healthcare Professionals*. Pearson Education Inc. 2013. ISBN – 10: 013507993; ISBN – 13: 9870135027998

Course Goals

1. Explain purpose of law
2. Describe powers of U.S. Constitution and three branches of government
3. Discuss purpose of common law
4. Explain concept of checks and balances
5. Differentiate civil and criminal law
6. Identify impact of law on healthcare
7. Define jurisdiction
8. Develop legal analysis of a given negligence fact pattern
9. Apply different burdens of proof
10. Explain impact of professional organizations in healthcare
11. Distinguish Medical Practice Acts and Standards of Care
12. Define purposes of ADA, OSHA FMLA and Workers Compensation
13. List purposes of medical records
14. Compare and contrast ownership of medical records
15. Discuss vicarious liability and *respondeat superior*
16. Identify the purpose and application of HIPAA

17. Explain Protected Health Information
18. Explain how information may be disclosed under HIPAA
19. Define *tort*
20. Describe the importance of elements in legal analysis of torts
21. Contrast negligence and malpractice
22. Explain defenses to torts
23. Define protected relationships
24. Explain privileged communication
25. Exemplify vital statistics and their uses
26. Compare *endemic, epidemic* and *pandemic*
27. Explain federal drug classification
28. Discuss professional responsibilities to colleagues
29. Define *ethics*
30. Differentiate etiquette and protocol
31. Explain importance of beliefs
32. Apply ethical principles to the scenario of an ethical dilemma
33. Discuss principles of ethical decision making
34. Apply decision making principles to an ethical analysis
35. Describe ethical issues in relation to the beginning of life
36. Describe ethical debates related to conception, AI, IVF, and Surrogacy and contraception
37. Discuss varying definitions of the beginning of life
38. Describe clinical death and actual death
39. Describe decision making related to organ transplant
40. Differentiate a Declaration of Natural Death and a Durable Power of Attorney for Healthcare
41. Differentiate prolonging death from prolonging life
42. Differentiate active and passive euthanasia
43. Discuss the Kubler-Ross stages of grief
44. Explain the impact of religious and cultural differences on healthcare delivery
45. Discuss ethical issues related to medical research
46. Discuss legal and ethical issues related to U.S. health care funding

STUDENT CONTRIBUTION

- Prepare for class and participate in discussion
- Complete weekly online work
- Analyze a legal situation relating facts to the elements of negligence
- Analyze end of life ethical issues
- Complete Midterm and Final Exams

COURSE EVALUATION

- Online quizzes – 60% of grade
- Midterm Exam – 15% of grade
- Final Exam – 15% of grade
- 2 Written Assignments – 5% each

COURSE SCHEDULE

This course is offered as a hybrid class. Course content will be taught in the so that the content goals are presented in the syllabus.

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

Or

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

EMERGENCY TEXT MESSAGE ALERT

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp