

MOA188 : Healthcare Law and Ethics

General Information

Author:	• Sonali Perera
Course Code (CB01) :	MOA188
Course Title (CB02) :	Healthcare Law and Ethics
Department:	MOA
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0514.20) Medical Office Technology *
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000613233
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	MOA 188 provides the student with an introduction to legal issues pertaining to healthcare, health information, and the patient's health record as a legal document. The course includes instruction on patient privacy and confidentiality, patient rights, release of information, informed consents, advance directives, compliance, criminal activities including fraud and abuse, the Health Insurance Portability and Accountability Act (HIPAA), and Electronic-Health.
Justification:	Mandatory Revision
Academic Career:	• Credit
Author:	• Sonali Perera

Academic Senate Discipline

Primary Discipline:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
Course is not a basic skills course.	Course is not a special class.	• Grade with Pass / No-Pass Option

Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Not applicable.

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54
Course Out-of-Class Hours	
Lecture	108

Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

MOA180 - Health Information Management & HIPAA Standards (in-development)

Objectives

- Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting.
- Describe regulatory, accreditation, licensure and certification standards related to health information to medical records in the acute-care hospital setting.
- Explain national and state regulatory and accreditation requirements for quality and performance standards.
- Describe the many areas on the delivery of health care that are affected by Health Insurance Portability and Accountability Act (HIPAA) standards.
- Explain reasons for the Health Insurance Portability and Accountability Act of 1996.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture
Methods of Instruction	Discussion
Methods of Instruction	Multimedia
Methods of Instruction	Collaborative Learning
Methods of Instruction	Guest Speakers
Methods of Instruction	Presentations

Out of Class Assignments

- Contact and interview the Ethics/Compliance Officer at a clinic or hospital to identify a current ethical health/medical issue to discuss and present findings to class
- Written discussion of a health/medical issue (e.g. organ donors' and recipients' contractual obligations) with reference to the ethical and legal implications of the issue

Methods of Evaluation	Rationale
Exam/Quiz/Test	Quizzes
Exam/Quiz/Test	Midterm examination
Presentation (group or individual)	Presentations
Exam/Quiz/Test	Final examination

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Donna K. Hammaker; Thomas M. Knadig; Sarah J. Tomlinson	Healthcare Ethics and Law	Jones and Bartlett Learning	2022	9781284257779

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Explain laws related to Health Insurance Portability and Accountability Act (HIPAA).

Describe torts, contracts, fraud, abuse, antitrust, precedents, corporate liability, arbitration, and mediation.

Discuss and analyze forms and procedures related to advance directives, living wills, consent for treatment, and patient rights.

Identify laws, ethics and legal principles relate to health care and health information management.

SLOs

Describe legal and regulatory requirements related to the health information infrastructure.

Expected Outcome Performance: 70.0

ILOs
Core ILOs

Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.

MOA
Medical Assistant Certificate

Describe the duties, processes, and procedures in managing the medical front and back office

Explain health data and clinical documentation principles, standards and guidelines

Pass the California Certified Board for Medical Assistants Exam

MOA
ADMINISTRATIVE MEDICAL
ASSISTANT A.S. Degree Major

Identify knowledge of Medical terminology within the human body system

MOA
ADMINISTRATIVE MEDICAL
ASSISTANT - Certificate

Identify knowledge of medical terminology within the body system

Apply policies and procedures for access and disclosure of personal health information.

Expected Outcome Performance: 70.0

ILOs
Core ILOs

Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

MOA
ADMINISTRATIVE MEDICAL ASSISTANT
A.S. Degree Major

Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior.

Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.

MOA
ADMINISTRATIVE MEDICAL ASSISTANT
- Certificate

Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior.

Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.

MOA
Medical Assistant Certificate

Describe the duties, processes, and procedures in managing the medical front and back office

Explain health data and clinical documentation principles, standards and guidelines

Pass the California Certified Board for Medical Assistants Exam

Apply and promote ethical standards of practice.

Expected Outcome Performance: 70.0

MOA
ADMINISTRATIVE MEDICAL ASSISTANT
A.S. Degree Major

Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior.

Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.

MOA
ADMINISTRATIVE MEDICAL ASSISTANT -
Certificate

Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior.

Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

MOA
Medical Assistant Certificate

Describe the duties, processes, and procedures in managing the medical front and back office

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Legislative and Regulatory Processes (9 hours)

- Principles of health care ethics
- Organizational ethics
- Professional ethics
- Ethics committee

Confidentiality, Privacy, Security Policies, and Procedures (9 hours)

- Ethical and legal issues related to managing information
- Ownership and release of medical records
- Tampering with records
- Legal proceedings and medical records

Confidential and Privileged Communications (9 hours)

- Informed consent
- Power of attorney
- Right to refuse treatment
- Patient rights and responsibilities

Certification and Licensing of Healthcare Professionals (9 hours)

- Certification of healthcare professionals
- Licensing healthcare professionals
- Suspension and revocation of license
- Developing a legal and ethical environment

Legal Reporting Requirements (9 hours)

- Health Care Quality Improvement Act
- Health Insurance Portability and Accountability Act (HIPAA) and privacy laws
- Corporate compliance and principles of responsibility
- Incident documenting and reporting

Criminal Aspects, Fraud and Abuse of Healthcare (9 hours)

- Criminal procedures
- Criminal history and false statements and claims
- Healthcare fraud
- Patient abuse

Total Hours: 54**Additional Information**

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value