Course Syllabus
Spring 2017 – 8W2

Course Title: Legal Aspects of Health Care
Course Prefix/Number: HSC 4640
Credit Hours: 3
Instructor: Floyd Butz IV, MPH, RN, RDH
Email: butz.floyd@spcollege.edu
Phone: Off-Campus; Please email within MyCourses for phone appointment
Office/Virtual Hours: Please email for appointment
Instructor Web Page: http://web.spcollege.edu/instructors/id/butz.floyd

Program Administration
Dean, College of Health Sciences: Rebecca Ludwig, PhD
Administrative Services Specialist: Sandy Malkin
Administrative Services Specialist Phone: 727-341-3771
Office Location: HEC 179
Course Mentor: Teri Trede, PhD, MPH
Course Mentor Email: trede.teri@spcollege.edu

Important Course Dates:
• Last day to drop with a full refund: March 17, 2017
• Last day to withdraw with a “W”: April 13, 2017

Students are responsible for all information in the course syllabus. Please print and save this syllabus to have available for ease of reference. The syllabus is referenced in the Syllabus Module on the course homepage. You will be required to reference this syllabus during your final Capstone Experience.

Required Textbooks:

Required Materials (Required for all Students in This Course)
Health Services Administration Style Guide 2016 – 2017. Available in MyCourses. Enter your course then follow this path: Course Content > Resources > Course Resources > Style Guide. The Style Guide may be downloaded and saved (Available as a PDF) for future reference.

Attendance: For this class, active participation/attendance is defined as logging into the course throughout the week, participating in online discussion forums and completing and submitting required assignments, quizzes & posting forums by the posted due dates each week of the course. Thus, simply logging in does not constitute attendance. Please see the link to the “How to be a Successful Student” (https://www.spcollege.edu/addendum/) for additional details.
• **Holidays:** Because of the shortened nature of this course, holidays that occur during this course are not considered days off. All due dates are posted in the course snapshot. Please plan ahead for all religious and personal holidays so that your work is not considered late.

**Course Time Commitment:** This course is organized into 8 weekly Modules and requires your *active* participation. Expect to spend about **8-12 hours** of time per week for each course.

**Course Meeting Times:** This is an online, eight (8) week course; this course is not self-paced. Module/weekly pages will generally open at least by Monday morning at 8 a.m. *Please check the course snapshot for complete details on beginning and ending dates of modules/weeks.* Due to its shortened timeframe Module/week 8 may have different open and close dates.

**Assignments/Discussion Postings:** Each week you will be required to complete assignments, activities and/or discussion postings. All weekly assignments are due before 11:59 p.m. Sunday, EST or as stated in the course snapshot. Discussion posts should be made throughout the week. All first original discussion postings are due before 11:59 p.m. Thursday, EST. All discussion replies are due before 11:59 p.m. Sunday, EST. **Please note that submitting all discussion post replies late on Sunday night is not sufficient engagement in class discussions and will be graded accordingly.** All assignments must be submitted to the dropbox as an attachment.

**Contacting the Instructor:** The best way to contact me is via email within this course. If MyCourses is unavailable, please contact me using your @live.spcollege.edu at the address posted on page one. You may expect a response from me within 24-48 hours. Please do not send emails from your personal email accounts (Yahoo, Gmail, etc.) as they will be filtered to SPAM.

**Course Description:** Prerequisite: (HSA 3551 with a Minimum grade of C and admission to the BASHSA Program) or (DEH 4852 with a Minimum grade of C and admission to the BASDH Program). This course explores a broad overview of legal foundations in a multidisciplinary health care marketplace within the United States. Advanced topics included are legal history, torts, negligence, contracts, liability, Health Insurance Portability and Accountability Act (HIPAA) compliance, and medical records. The creation and termination of the patient-provider relationship will be explored as well as creation of an informed consent. **47 contact hours.**

**Major Learning Outcomes:**

1. The student will explain torts and contracts and explore their application to health care providers in preventing medical malpractice claims by:

   a. distinguishing the difference in intentional versus unintentional torts.
   b. evaluating the elements needed for a medical malpractice claim to be valid.
   c. examining various types of malpractice insurance and its role in their professional lives.
   d. examining required elements of contracts and distinguishing between implied versus expressed contracts.
   e. comparing the rights of patients and the rights of providers.
2. The student will differentiate between various legal principles involving health care providers and apply those principles to real-world situations by:

   a. defending positions, plaintiff and defendant, in a given theoretical legal health care situation.
   b. analyzing cases in the health care arena to identify determinants of action and resolution and how the cases affect health care providers.
   c. selecting and analyzing a legal case involving a health care worker that has previously been ruled upon.
   d. describing how to prevent medical errors and patient rights violations.

3. The student will compare and contrast the processes of establishing and terminating a patient-provider relationship by:

   a. evaluating the legal requirements involving establishing a patient relationship.
   b. evaluating the legal requirements involving patient relationship termination.
   c. describing the process to create a patient-provider relationship.
   d. describing the process to terminate a patient-provider relationship.

4. The student will explain and justify the need for medical records and articulate the necessity of HIPAA policies as they relate to the health care provider by:

   a. describing the contents and ownership of medical records.
   b. examining various HIPAA policies and their influence on a variety of health care practices.
   c. analyzing HIPAA policies and developing various changes that could be made to strengthen HIPAA compliance in medical offices.
   d. describing patient confidentiality and how it applies to a variety of health care practices.

5. The student will evaluate legal principles as they apply to patient consent by:

   a. identifying when verbal consent versus written consent is appropriate.
   b. distinguishing between elements needed for the patient to become informed and elements needed for the patient to give consent.
   c. creating an informed consent document from a proposed health related condition.
   d. examining peer-reviewed literature sources regarding patient consent and a proposed health related condition.

**Criteria Performance Standard:**
Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

**Academic Integrity:** All academic work submitted to satisfy course requirements is expected to be the student’s OWN work. Cheating and plagiarism will not be tolerated. Please remember
that plagiarism is not restricted to copying someone else’s work, but also includes paraphrasing another’s work without proper attribution. This includes “cutting and pasting” from Internet sources and the use of photos, figures, tables or clip art that is not classified as free ware. Please see SPC’s Academic Honesty page, to learn more about how to avoid plagiarism: http://www.spcollege.edu/academichonesty

Resubmission of Work: All work submitted for grading in a course must be original to that course attempt. No previously submitted course work will be accepted for subsequent course attempts. Resubmission of work is considered self-plagiarism and is as serious as other forms of plagiarism. All forms of plagiarism are reported to the Associate Provost and Dean.

Health Services Administration Program/Course Policy Regarding Quoted Material

In the HSA program we expect students to demonstrate the ability to integrate critical thought with a synthesis of the reading done for assignments. This means the student should use their own words to communicate facts as well as knowledge, thoughts, reactions, and reflections. Any text taken directly from another source is not considered the student’s work; it is a compilation of the words of others, and students will not receive a grade for quoted and/or cut and pasted material.

- Students are expected to understand and demonstrate appropriate paraphrasing, citations and references. (See the HSA Style Guide or Library Website)

Health Services Administration Department Late Policy – Please Read Carefully

A. Late Assignments (Examples: Papers, PowerPoints, Projects, Worksheets, etc.):
- Assignments submitted within 24 hours of due date - worth 50% of their graded value (grade achieved, minus 50%).
- Failure to submit any assignment within 24 hours of the due date will result in a zero for the assignment. All due dates are listed in the Course Snapshot. No assignments will be accepted 24 hours beyond the due date.
- Late course work from Module 7 and Module 8 will NOT be accepted past their stated due dates in the Course Snapshot.

B. Late policy for Quizzes and Discussion Forums:
- Quizzes may not be made up; the due date is in Course Snapshot.
- Discussion postings made after the midnight Sunday deadline for any module will not receive credit and cannot be made up.

Course Grading:

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<th>Letter Grade</th>
<th>Points Range</th>
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<td>206 – 230</td>
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<td>B</td>
<td>183 – 205</td>
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<td>C</td>
<td>160 – 182</td>
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<td>D</td>
<td>137 – 159</td>
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<td>F</td>
<td>&lt;137</td>
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Important Information to Remember: Faculty and students are responsible for maintaining a positive learning environment. As future health or human services professionals, students are expected to conduct themselves in a professional manner at all times.

Student Survey of Instruction: The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction. Students are expected to complete the survey in each course. All student responses are confidential and anonymous and will be used solely for program and curriculum improvement.

Internet Caution: This course requires the use the Internet for some assignments and activities. Please note that other Internet users may be able to access students’ works whether the access is secured or unsecured. The College cannot protect against the type of materials on the Internet, piracy of students’ materials or assure the privacy of materials.

Student Resources

Learning Resources: Learning Resources are available at any campus to any student who desires help and direction with course work, either in person or online, at no cost. At the HSA Program home campus, the Health Education Center (HEC), students can contact the NIP Center at 727-341-3724. Please provide the name of your instructor, the course and specific assignment instructions. Have your assignment completed and ready for the learning resource specialist by Thursday at 5PM of the week in which the assignment is due. It is not the responsibility of the learning resource specialists to correct the students’ work, but rather, to help improve the students’ writing skills and critical thinking abilities. The current learning resource specialists for the HSA program are:

- Suraj Wagh: Wagh.Suraj@spcollege.edu
- Lindsay Curry: Curry.Lindsay@spcollege.edu

Computer Assistance: If you experience problems accessing the course online, accessing materials, posting assignments or any other hardware or software issues, please contact the Technical Support Desk at 727-341-4357 or email onlinehelp@spcollege.edu. The Technical Support Desk is staffed daily from 7:00 a.m. to midnight.

Computer Issues: Personal computer issues can happen from time to time. It is your responsibility to contact your instructor immediately should a problem arise. Computer issues will not extend the due date for assignments, discussions, or quizzes

Online Library: To logon to the Online Library through the SPC homepage, use your Student ID number and the last 4 numbers of your Social Security Number.

- For library help you may contact the Health Education Center library for assistance.
- Joshua Brown, brown.josh@spcollege.edu, (724) 341-3657
- Check here for the library's hours and location: http://www.spcollege.edu/libraries/#tab=6
- Ask A Librarian is available for 24/7 services https://askalibrarian.org/
Accommodations: This course is designed to be accessible and usable by everyone. Be sure to let the instructor know immediately if you encounter a required element or resource in the course that is not accessible to you.

Accessibility Services: St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Instructors may not grant accommodations without proper notification from this Office. Due to the nature of all health programs, including the Veterinary Technology Program, accommodations requested for labs and/or a clinical will be determined by a committee that includes the HEC Accessibility Coordinator, Academic Chair, Dean, and other professionals deemed appropriate and on a case-by-case bases. These requests must be made prior to the semester starting or the in the first few weeks. Students registered with Accessibility Services are encouraged to contact their instructors early in the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact Accessibility Services for a confidential discussion at 727-341-3721 (V/TTY) or at silvers.stefanie@spcollege.edu. Additional information is available at the college-wide Accessibility Services website: http://www.spcollege.edu/accessibility/

Please note: All materials provided via MyCourses is copyrighted, unless explicitly indicated otherwise. As such, materials are for personal, educational use only during the course of this semester and may not be reproduced or distributed.

Instructional Continuity Plan: In the event of a natural disaster that affects the function of the college, this online course will continue as normal.

Important Links

Please see your MyCourses homepage (http://mycourses.spcollege.edu) to access important college resources/links.
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<th>Module 1</th>
<th>History of Law and Criminal Aspects</th>
<th>Discussion Posting Forums (points)</th>
<th>Assignments (points)/Readings</th>
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<tbody>
<tr>
<td>Module 1</td>
<td>Course Introductions (0)</td>
<td>Discussion 1 (5)</td>
<td>1. Review Syllabus, Snapshot, and Course Materials</td>
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<td></td>
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<td>Discussion 2 (5)</td>
<td>2. Assigned Readings</td>
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<td>3. See Assignment Readings in MyCourses (Course Content Link).</td>
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<tr>
<td>Module 2</td>
<td>Informed Consent</td>
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<td>Group Discussion (5)</td>
<td>2. Protection of Human Subjects (20)</td>
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<td>Module 3</td>
<td>Torts, Contracts, &amp; Liability</td>
<td>Discussion 1 (5)</td>
<td>1. Assigned Readings</td>
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<td>Group Discussion (5)</td>
<td>2. See Assignment Readings in MyCourses (Course Content Link).</td>
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<td>3. Liability Assignment (20)</td>
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<tr>
<td>Module 4</td>
<td>Medical Errors, Patient Rights, Malpractice Insurance</td>
<td>Discussion 1 (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).</td>
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<td>Group Discussion (5)</td>
<td>2. Malpractice Liability Assignment (20)</td>
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<td>Module 5</td>
<td>Patient Establishment/Terminations and Ethical Thinking</td>
<td>Discussion 1 (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).</td>
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<td>Group Discussion (5)</td>
<td>2. Ethical Thinking (20)</td>
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<td>Module 6</td>
<td>Employment and Professionalism</td>
<td>Discussion 1 (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).</td>
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<td>Group Discussion (5)</td>
<td>2. Group Assignment Due (40)</td>
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<td>3. Peer Evaluation Due (0)</td>
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<td>Module 7</td>
<td>Discussion 1 (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).</td>
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<td>Medical Records and Managed Care Structures</td>
<td>Group Discussion (5)</td>
<td>2. Final Assignment (30)</td>
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<tr>
<td>April 24, 2017 – April 30, 2017</td>
<td><em>Check Week 8 Closing Dates – Week 8 is Short</em></td>
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<tr>
<th>Module 8</th>
<th>Discussion (5)</th>
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<td>Course Summary (5)</td>
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<td>April 28, 2017 – May 3, 2017</td>
<td><em>Short Week – Check Closing Dates</em></td>
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| Total Points 230 | 80 | 150 |

**Important Course Dates:**
- Last day to drop with a full refund: March 17, 2017
- Last day to withdraw with a “W”: April 13, 2017

**Important Course Information:**
- All module assignments are due before 11:59 p.m. Sunday, EST or as stated in the course snapshot.
- All first original discussion postings are due by due before 11:59 p.m. Thursday, EST. All discussion replies are due before 11:59 p.m. Sunday, EST