Course Syllabus
Spring 2019 – 8W2

Course Prefix/Number: HSC 4640
Credit Hours: 3
Instructor: Floyd Butz IV, MPH, RN, RDH
Email: butz.floyd@spcollege.edu
Phone: Please email within MyCourses for phone appointment
(I do not want to miss you)
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: Deanna Stentiford, Ed.S., RDH
Administrative Services Specialist: Sandy Malkin
Administrative Services Specialist Phone: 727-341-3771
Office Location: HEC OP 216

Important Course Dates:
- Last day to drop with a full refund: March 22, 2019
- Last day to withdraw with a “W”: April 18, 2019

Students are responsible for all information in the course syllabus. Please print and save this syllabus for reference for this course and the final Capstone Experience.

Required Textbooks:

Required Materials (Required for all Students in This Course)

Attendance: Participation/attendance is determined by actively participating in graded discussion forums and completing course assignments each week. Simply logging in does not constitute attendance. Attendance is recorded after Week 1 and Week 2; failure to actively participate and submit graded assignments for Module 1 and/or Module 2 may result in an administrative drop (“W”) for lack of attendance. Attendance is also recorded at the 60% mark (immediately after the last date to withdraw with a “W”); minimal or inconsistent participation and submission of assignments prior to 60% mark of any course may result in an administrative withdrawal (“WF”). Note that self-withdrawal prior to the 60% mark results in a “W”. Students should monitor their grades in the course weekly (please see important course dates above).

Holidays: Holidays that occur during the course do not impact assignment due dates (See Course Snapshot); please plan ahead.

September 25, 2018
Course Time Commitment: This course is organized into 8 weekly Modules. Expect to spend 8-12 hours of time per week for each course. This course is not self-paced, the course snapshot details important dates for each module/week, including the shortened Module 8 time frame.

Assignments/Discussion Postings: A variety of assignments, activities and/or discussion postings are due each week. All first original discussion postings are due before 11:59 p.m. Thursday, EST. All discussion replies and assignments are due before 11:59 p.m. Sunday, EST (unless otherwise specified on the course snapshot). Starting your discussion replies on Sunday is not sufficient engagement in class discussions and will be graded accordingly.

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. 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 course work is expected to be the student’s OWN work. We expect students to demonstrate the ability to integrate critical thought with a synthesis of the required readings for the weekly assignments. Use your own words to communicate facts as well as your knowledge, thoughts, reactions, and reflections. Students are expected to demonstrate appropriate paraphrasing, in-text citations, and references. Use of quoted material, or work that has not been properly paraphrased, cited, or referenced is not permitted in the program. Cheating and plagiarism will not be tolerated. Please remember that plagiarism also includes paraphrasing another’s work without proper credit (citations). This includes “cutting and pasting” from Internet sources - Simply adding a citation to cut and pasted or copied work does not suffice. This also includes the use of photos, figures, tables or clip art 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: Previously submitted course work may not be resubmitted for another class (self-plagiarism). Turning in any work that has been previously created and submitted (graded or not) in any course is self-plagiarism which is a violation of the SPC Academic Honesty Policy. All plagiarism is reported to the Associate Provost and may result in academic discipline.

HSA Policy Regarding Quoted Material: Rather than using quoted material, students are expected to paraphrase information in their own words to communicate facts as well as knowledge, thoughts, reactions, and reflections. Students will not receive a grade for quoted and/or cut and pasted material.

HSA Late Policy:
   • Late Assignments (Modules 1-6) (i.e.: Papers, PowerPoints, Projects, Worksheets, etc.). Assignments submitted within 24 hours of due date - worth 50% of their graded value (grade achieved, minus 50%). No credit is given beyond 24 hours of due date.
• **Late policy for Quizzes and Discussion Forums**: Quizzes may not be made up. Discussion postings may not be made up; posts made after the 11:59 p.m. EST Sunday deadline will not receive credit.

• **Late course work from Module 7 and Module 8 will NOT be accepted.**

**Course Grading:**

- Instructors make every effort to post assignment grades within 72 hours after the assignment closing date

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<thead>
<tr>
<th>Letter Grade</th>
<th>Points Range</th>
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<tbody>
<tr>
<td>A</td>
<td>226 - 251</td>
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<tr>
<td>B</td>
<td>201 - 225</td>
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<tr>
<td>C</td>
<td>176 - 200</td>
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<tr>
<td>D</td>
<td>151 - 199</td>
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<tr>
<td>F</td>
<td>&lt; 150</td>
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**Expectations of Professionalism**: In order to prepare you for a leadership role in a professional environment we maintain high expectations on all student work and course interactions. Faculty and students are responsible for maintaining a positive learning environment. Students are expected to conduct themselves in a professional manner at all times. Professional expectations include: following all assignment instructions and writing guidelines, submitting completed assignments in a timely manner, respectful communication with instructor and peers, maintaining Academic Integrity and Honesty, taking responsibility for your learning, and applying instructor feedback.

**Student Survey of Instruction (SSI)**: The survey is administered each semester, and is designed to improve the quality of instruction. All student responses are confidential and anonymous.

**Internet Caution**: HSA courses require use of the Internet. 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 this or assure privacy.

**Learning Resources**: Learning Resources are available to all students either in person or online, at no additional cost ([http://www.spcollege.edu/current-students/learning-resources](http://www.spcollege.edu/current-students/learning-resources)). When reaching out to the people providing learning resources, please provide the name of your instructor, the course and specific assignment instructions. Also, note that it is **NOT** the responsibility of the learning resource specialists to correct the student’s work or to help write the student’s paper/discussion line by line, but rather, to help improve the students’ writing skills, critical thinking abilities, and proofreading/editing skills. Instructors may refer students to Learning Resources by providing the HEC Library/Writing Help Referral Form to the student. The student needs to provide the written assignment, assignment instructions and the Library/Writing Help Referral Form to Learning Resources. Once the student has received assistance, the student should have the tutor email the instructor.

The current learning resource specialist for the HSA program is:

- Lindsay Curry: **Curryy.Lindsay@spcollege.edu**

**Computer Issues**: If you experience problems accessing the course or course materials online, posting assignments or any other hardware or software issues, please contact the Technical Support Desk at 727-341-
4357 or email onlinehelp@spcollege.edu available daily from 7:00 a.m. to midnight. It is your responsibility to contact your instructor immediately should a problem arise. Computer issues will not extend the due date for course work.

**Online Library:** To logon to the Online Library through the SPC homepage ([https://go.spcollege.edu/Libraries/](https://go.spcollege.edu/Libraries/)), 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. (727) 341-3657
  - Shilo Smith, Smith.Shilo@spcollege.edu. (727) 341-3673

**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/](http://www.spcollege.edu/accessibility/)

**Please note:** Materials provided via MyCourses are copyrighted and for personal and educational use only during the course.

**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](http://mycourses.spcollege.edu)) to access important college resources/links.
## HSC 4640
### Legal Aspects of Health Care

<table>
<thead>
<tr>
<th>Module Topic</th>
<th>Open/Close Dates</th>
<th>Discussion Posting Forums (points)</th>
<th>Assignments (points)/Readings</th>
</tr>
</thead>
</table>
| **Module 1** History of Law and Criminal Aspects | March 18, 2019 – March 24, 2019       | Course Introductions (0) Discussion Forum (5) | 1. Review Syllabus, Snapshot, and Course Materials  
2. Assigned Readings  
3. See Assignment Readings in MyCourses (Course Content Link).  
4. Begin Here Quiz (10)  
5. Turn It In Quiz (1) |
| **Module 2** Informed Consent         | March 25, 2019 – March 31, 2019       | Group Discussion (10)              | 1. See Assignment Readings in MyCourses (Course Content Link). |
| **Module 3** Torts, Contracts, & Liability | April 1, 2019 – April 7, 2019         | Group Discussion (5)               | 1. Assigned Readings  
2. See Assignment Readings in MyCourses (Course Content Link).  
3. Liability Assignment (30) |
| **Module 4** Medical Errors, Patient Rights, Malpractice Insurance | April 8, 2019 – April 14, 2019        | Discussion Forum (5) Group Discussion (5) | 1. See Assignment Readings in MyCourses (Course Content Link). |
| **Module 5** Patient Establishment/Terminations and Ethical Thinking | April 15, 2019 – April 21, 2019       | Discussion Forum (5)               | 1. See Assignment Readings in MyCourses (Course Content Link).  
2. Module 5 Assignment (30) |
| **Module 6** Employment and Professionalism | April 22, 2019 – April 28, 2019       | Discussion Forum (5) Group Discussion (5) | 1. See Assignment Readings in MyCourses (Course Content Link). |
### Module 7
**Medical Records and Managed Care Structures**

- **April 29, 2019 – May 5, 2019**
- *Check Week 8 Closing Dates – Week 8 is Short*

<table>
<thead>
<tr>
<th>Group Discussion (5)</th>
<th>1. See Assignment Readings in MyCourses (Course Content Link).</th>
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<tr>
<td>2. Group Assignment (30)</td>
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<td>3. Peer Evaluation (20)</td>
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### Module 8
**Risk Reduction and Closing**

- **May 1, 2019 – May 8, 2019**
- *Short Week – Check Closing Dates*

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<thead>
<tr>
<th>Discussion (5)</th>
<th>1. See Assignment Readings in MyCourses (Course Content Link).</th>
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<tbody>
<tr>
<td>Course Summary (5)</td>
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<table>
<thead>
<tr>
<th>Total Points</th>
<th>60</th>
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<thead>
<tr>
<th>Quizzes 11</th>
<th>Assignments 60</th>
<th>Group Project 50</th>
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