

**Common Course Outline**  
**OFAD 145**  
**Health Law, Ethics, and Medical Documentation**  
**3 Credits**

**The Community College of Baltimore County**

**Description**

**OFAD 145 – 3 credits – Health Law, Ethics, and Medical Documentation** explores the impact of federal and state legislation on the practice of medicine and the field of medical assisting. Both administrative and tort law are discussed as they relate to ambulatory care settings. Bioethical issues, including allocation of scarce resources, in-vitro fertilization, abortion, and genetic engineering are presented. Technology regulations in healthcare/medical documentation along with the corresponding regulatory agencies are examined.

**3 Credits**

**Prerequisites:** (ENGL 052 and RDNG 052) or ACLT 052

**Overall Course Objectives**

Upon completion of this course students will be able to:

1. identify sources of law in the United States;
2. differentiate among various administrative laws;
3. assess the confidentiality, privacy and security components of the Health Insurance Portability and Accountability Act (HIPAA);
4. apply laws as they relate to patient facilities, physicians, and medical assistants;
5. examine the content of administrative laws that pertain to the medical profession;
6. examine tort law and its effect on the medical profession;
7. compare standards of care for physicians and medical assistants;
8. compare and contrast the various types of medical consent;
9. determine the difference between expressed and implied contractual agreements;
10. distinguish between ethics and morals;
11. analyze ethical and bioethical issues that arise in the medical environment;
12. determine the differences in electronic medical documentation and paper documentation;
13. identify various medical documents in a medical chart;
14. compile a medical chart using the problem oriented medical record format;
15. discuss how credentials can ensure quality assurance and reduce risk in medical documentation;
16. document a medical history on a progress note; and
17. examine the impact of voice recognition software on medical transcription.

## **Major Topics**

- I. Sources of law
  - A. Constitution
  - B. Judiciary
  - C. Legislative
- II. Types of law
  - A. Criminal law
  - B. Civil law
  - C. Contract law
  - D. Administrative law
  - E. Licensure and certification
- III. Medical consent
- IV. Public reporting duties
- V. Statute of limitations
- VI. Uniform Anatomical Gift Act
- VII. Living Will/Advanced Directives
- VIII. Medical ethics guidelines
- IX. Medical record documentation
  - A. Evolution of health care records
  - B. Confidentiality protocols
  - C. Information contained in a medical record
- X. Types of medical records
- XI. Correcting a medical record
- XII. Risk management/Quality assurance
- XIII. Voice recognition

## **Course Requirements**

Grading procedures will be determined by the individual faculty member but will include a minimum of the following:

### **Grading/exams**

- 4 Quizzes
- Midterm exam
- Comprehensive final exam
- HIPAA written assignment (500 words)
- Bioethical issue written assignment (500 words)

**Written Assignments:** Written assignments should be typed, double spaced, with one inch margins. Students are required to utilize appropriate academic resources. Documentation using the Modern Language Association (MLA) style is required on all written assignments.