

Course Number: HCA 2100

Course Title: Legal Aspects of Health Care Admin

Course Description:

Basic knowledge of law as it applies to the health care field. Provides a working knowledge of health law enabling students to deal with common legal, ethical and practical problems facing the industry. 3 credits. (3 plus 0)

Prerequisites: HCA 1100.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Recognize the sources of law and agencies that develop and implement rules and regulations governing health care providers.
2. Understand trial practice and procedures including pleadings, motion practice and trials.
3. Identify and explain areas of potential liability for health care providers, civil and criminal.
4. Explain the importance of information management systems, accurate medical records and retention of the same.
5. Discuss the importance of contracts as they pertain to health care organizations and professionals and have an understanding of the elements of a contract.
6. Recognize responsibilities and legal risks of health care organizations and their governing bodies.
7. Explain medical staff and employment issues, including malpractice coverage.
8. Identify and discuss issues that health care providers encounter involving consent, patient rights, ethics and reporting requirements and explain.

INDIANA**TECH**

College of Professional Studies

HCA 2100 Health Care Legal Aspects of Health Care Administration Online Syllabus Course Content

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook / Course Resources

In order to provide a variety of relevant and current learning resources for this course, a collection of articles and eBook chapters are utilized to assist students in achieving stated learning objectives. All of the materials are accessible without cost to the student. Complete links, citations, and instructions for accessing these materials are provided in each course module in a folder entitled "Module XX - Learning Resources."

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard.

You will have a variety of ways to demonstrate what you learn in this course. Below you will find the grading events and corresponding points available in HCA 2100.

Grading Events

Week / Module	Description	Points Possible
1	Course Preparation Quiz	25
1	Discussion Board: Health Care Law	70
1	Written Assignment: Information Management Systems and Medical Records	100
2	Discussion Board: The Role of Discovery in Court Proceedings	70

Week / Module	Description	Points Possible
2	Written Assignment: Court Process for a Legal Fact Scenario	100
3	Discussion Board: Medical Errors and Legal Liability	70
3	Midterm/Terminology Check	150
3	Final Project Plan	50
4	Discussion: Malpractice Coverage	70
4	Written Assignment: Contracts in Health Care Professions	100
5	Discussion Board: Patient's Rights and Responsibilities	70
5	Written Assignment: Patient Consent for Treatment	100
6	Discussion Board: Ethics in Healthcare	70
6	Final Project	250
	Total Points Possible	1,295

Grading Scale

The following grade scale will be used to assign a grade at the end of the course.

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	70% or above	C-
90% or above	A-	77% or above	C+	60% or above	D
87% or above	B+	73% or above	C	Below 60%	F
83% or above	B				

Grading Criteria

Discussion Board Assignments

There are 6 graded discussion board assignments in this course (two each week). These discussion boards are worth a maximum of 70 points each: up to 50 points for your initial posting and up to 20 points for your responses to two classmates (2 x 10 pts each). Your initial posting should be substantive, 2-3 paragraphs, and should include ideas and concepts from the readings to support your answers. You are required to respond to at least two classmates; each response should be at least one paragraph in length. You are encouraged to include any relevant personal or professional experiences, as well as credible sources from outside of this course, to support your responses. *Please refer to the discussion grading rubric posted in each discussion.* You are expected to post your initial posting on Blackboard by Thursday (not later than 11:59 p.m. EST) and to post your responses to two (2) classmates by Sunday (not later than 11:59 p.m. EST).

Written Assignments

Throughout the course, there are a variety of written assignments that are assigned. Each is designed to engage you with the course material and assess your learning. All assignments should be written in APA style with evidence of research via citations and references.

Final Project

As a culminating project in this course, you will select a one area of health care law that is addressed in the course or on the syllabus and break it down for what you need to know on the subject. *For example, if you were to decide to use HIPPA, you would explain why those who work in health care need to know about HIPPA.*

It is also your choice how you will present this information to the class. You can write a three (3) page minimum paper, or you can use a PowerPoint. You could create a video with examples. If you could think of a way to complete this assignment through art, you may suggest this as well. We can't wait to see the ideas you come up with!

Late Assignments

Every effort should be made to submit work for this course on time, according to the posted course schedule. The abbreviated nature of this course makes it difficult to "make-up" a missed assignment. All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
 - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor, and classmates, is by using the Send Email function from the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor sent to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.