**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Basic Medical Assistant**

**Related unit of instruction:**

Medical Law & Ethics

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to help the student understand the legal and ethical standards of the medical assisting practice. Students will demonstrate a knowledge of ethical issues, contracts, healthcare worker liability, medical litigation, drug regulations, discrimination issues, OSHA rules, bioethical issues, medical records, acceptable fees and laws that may affect the health care professional. Emphasis is placed upon the settings that employ medical assistants.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapters 14 & 15 in Kinn’s

*The Medical Assistant* book

1. Pass the tests for each chapter

**Learning Objective:**

The Paper Medical Record Chapters 14

1. Define, spell and pronounce the terms listed in the vocabulary.
2. State several reasons accurate medical records are important.
3. Explain who owns the medical record.
4. Explain the difference between a traditional medical record and a problem-oriented medical record.
5. Explain how to establish and organize a patient medical record.
6. Identify systems for organizing medical records.
7. Differentiate between subjective and objective information.
8. Describe various types of information kept in the medical record.
9. Explain how to document appropriately and accurately.
10. Explain how to make additions to a medical record.
11. Discuss correction of an entry in the patient record.
12. Identify both equipment and supplies needed to file medical records.
13. Describe indexing rules.
14. Discuss filing procedures.
15. Discuss the pros and cons of various filing methods.
16. Identify types of records common to the healthcare setting.

The Electronic Medical Record Chapter 15

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Discuss the presidential Executive Order that led to the implementation of electronic medical record systems across the nation.
3. Discuss the principles of using the electronic medical record (EMR).
4. Distinguish between an electrical health record (EHR) and an electronic medical record (EMR).
5. Discuss the advantages and disadvantages of an electronic medical record system.
6. Explore the capabilities of an electronic medical record system.
7. Give several reasons patients are hesitant in accepting electronic health records.
8. Discuss the importance of nonverbal communication with patients when an EMR system is used.
9. Summarize the goals of the Nationwide Health Information Network (NHIN).
10. List the core capabilities of the NHIN.
11. Summarize the role of the medical assistant with regard to the changing technology in healthcare facilities and organizations.

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapters 16 & 17 in Kinn’s

*The Medical Assistant* book

1. Pass the tests for each chapter

**Learning Objective:**

Health Information Management Chapter 16

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Describe several ways health information is used.
3. Contrast the nine characteristics of quality health data.
4. Explain the four concerns of quality assurance.
5. Discuss the importance of the Health Insurance Portability and Accountability Act.
6. Explain the functions of the National Center for Health Statistics (NCHS).
7. Give some of the types of statistics kept by the NCHS.
8. Define total quality management.
9. Explain the function of the Joint Commission (formerly the Joint Commission on Accreditation of Healthcare Organizations [JCAHO]).
10. Discuss the importance of healthcare standards in medical facilities.

Privacy in the Physician’s Office Chapter 17

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Explain how the HIPPA Privacy Rule benefits the healthcare industry and patients.
3. Explain the difference between Title I and Title II of the Privacy Rule.
4. List the rights of patients under the Privacy Rule.
5. List the elements that must be included in a Notice of Privacy Practices.
6. Briefly explain what is expected of healthcare providers under the Privacy Rule.
7. Describe an incidental disclosure.
8. List the three instances when a parent is not considered the child’s representative.
9. Explain the circumstances under which a provider may discuss protected health information with a patient’s family.
10. Discuss the role of the Notice of Privacy Practices in emergencies.