

ASSIGNMENT SHEET**CHAPTER 3: MEDICAL ETHICS AND LIABILITY****Unit 1: Ethical and Legal Responsibilities****WORDS TO KNOW CHALLENGE****A. Word Puzzle: Use the clues to complete the words that spell out "procrastination."**

1. _ _ P _ _ _ _ _
2. _ R _ _ _ _
3. _ _ _ _ _ O _
4. _ C _ _ _ _ _
5. _ _ _ _ R _ _ _
6. _ _ _ A _ _ _ _ _
7. _ _ _ _ _ S _
8. _ _ _ _ T _
9. _ _ _ I _ _ _ _
10. N _ _ _ _ _ _ _ _
11. _ _ A _ _ _ _ _ _
12. _ _ _ T
13. _ I _ _ _ _ _ _ _
14. _ _ _ O _ _ _ _ _
15. _ _ _ _ N _ _ _ _

1. Definite; specific
2. Violation of a law, contract, or other agreement
3. A standard of criticism or judgment
4. The principles of any branch of knowledge
5. To count separately; name one by one
6. Injury done to a person's reputation by or through slanderous statements
7. To surround, enclose
8. To bind legally or morally
9. Feebleness of body or mind caused by old age
10. Malpractice
11. Characterized by cheating and deceit; obtaining by dishonest means
12. An injurious, harmful action, not involving a breach of contract, for which a civil action can be brought
13. Anything to which a person is liable, responsible, legally bound
14. To cancel, withdraw, or take back
15. The granting of a legal permit to engage in an activity

UNIT REVIEW

A. Multiple Choice: Place the correct letter or letters on the blank line for each question.

- _____ 1. Which item is *not* a requirement for a physician to be licensed?
 - a. Good moral character
 - b. Completed an approved residency program
 - c. Be under the age of 50
 - d. Having no allergies
- _____ 2. The exceptions to the need for a license to practice medicine are:
 - a. An emergency situation
 - b. Being a physician in military
 - c. Treating family members
 - d. Being a school physician
- _____ 3. The basic element(s) that constitutes the practice of medicine is/are:
 - a. Diagnosis
 - b. Scheduling
 - c. Dictation
 - d. Accounting
- _____ 4. Area(s) of medical ethics that is/are of concern to the medical assistant is/are:
 - a. Honesty
 - b. Confidentiality
 - c. Competency
 - d. All of the above
- _____ 5. When the medical assistant improves skills and acquires additional knowledge in the field of medicine, who benefits?
 - a. The medical assistant
 - b. Colleagues
 - c. The patient
 - d. All of the above

B. Short Answer

- 1. How can DRGs cause ethical issues for physicians? _____

- 2. Explain the meaning of the term "emancipated minor." _____

- 3. What is the recommended statement/question that should be made to the patient by the medical assistant responsible for obtaining a signature on the consent form for invasive, experimental, and high-risk medical services? _____

- 4. Explain the meaning of the term "privileged communication." _____

- 5. Describe the conditions for revocation or suspension of a medical license. _____

- 6. Describe unprofessional conduct. _____

C. Matching: Match the definition in column II with the correct term in column I. Note: not all definitions will be used.

COLUMN I	COLUMN II
_____ 1. Offer	a. Deals with what is morally right and wrong
_____ 2. Contract law	b. Deals with findings of negligence; most common basis for lawsuits against physicians
_____ 3. Reciprocity	c. Takes place when appointment is given and the doctor examines the patient
_____ 4. Ethics	d. Written consent for medical services
_____ 5. Tort	e. Passing the exam administered by the National Board of Medical Examiners
_____ 6. Implied consent	f. Takes place when a competent individual indicates desire to be a patient
_____ 7. Civil laws	g. Payment given in exchange for services
_____ 8. Endorsement	h. License granted in new state because of equal requirements of original license
_____ 9. Acceptance	i. Patient enters into agreement by coming to see physician
_____ 10. Consideration	j. The patient-physician relationship is considered to be a contract
	k. Defines powers of government and its citizens
	l. Deals with laws governing property ownership, corporation, and inheritance

D. Fill in the Blank

1. The ethical standards established by a profession are administered by _____.
2. The physician must release patient information when the patient authorizes the release or if the release of information is _____.
3. With proper documentation, any person of sound mind and legal age may give any part of the body after death for _____.
4. Human organs should never be _____.
5. Copies of the living will document should be filed with all of the following people _____.
6. Every member of a medical care team should be currently certified in _____.
7. Under the _____, patients must receive written information explaining their right-to-die options according to their state laws.
8. A(n) _____ is defined as any number of actions done by one person or group of persons that causes injury to another or others.
9. The negligent causing of an injury, when committed by a physician in the course of professional duties, is commonly referred to as _____.
10. Libel and slander are two forms of _____.
11. A deliberate attempt or threat to touch without consent is called _____.
12. _____ is the unauthorized touching of another person.

CASE STUDIES

Scenario 1

Judith, a newly employed medical assistant in your office, hears the fax machine ringing and retrieves a document that is being sent. After retrieving the document, she walks down a hallway that has exam rooms on each side. She exclaims that Bob Schmidt has a positive report for HIV.

Critical Thinking Questions

1. What are the legal implications of Judith's actions? _____

2. What are the ethical implications of her actions? _____

3. What problems could Judith's actions cause for the patient? _____

Scenario 2

Jennifer observes one of the other medical assistants taking samples of a narcotic pain reliever and placing them in her pocket. When Jennifer confronts her co-worker, the co-worker states that everyone else takes samples, so she is taking some, too.

Critical Thinking Questions

1. Should Jennifer report this to the supervisor? _____

2. Is this an infraction of the law or ethics? _____

3. What could the outcome be for the medical assistant who took the samples? _____

UNIT APPLICATION

Research Activities

- A. Pick one of the codes from the AAMA Code of Ethics and write several examples of actions that would fall under each category of the code.
- B. Compare and contrast the differences between a living will and a durable power of attorney.
- C. Contact your local courthouse and find out if you can sit in on a medical malpractice case.
Take notes about things you have learned in class.

CERTIFICATION AND REGISTRATION PREPARATION

- _____ 1. Which of the following is a way that a physician may become licensed?
- a. Endorsement
 - b. Reciprocity
 - c. Examination
 - d. Felony conviction
 - e. Answers a, b, and c
- _____ 2. Which of the following is the definition of "tort"?
- a. Written consent for medical services
 - b. Deals with findings of negligence, commonly causing injury
 - c. Deals with right and wrong
 - d. None of the above
- _____ 3. Which of the following defines a contract?
- a. Offer, acceptance, and consideration
 - b. Implied consent, acceptance, and endorsement
 - c. Consideration, refusal, and endorsement
 - d. Morals, torts, and acceptance
- _____ 4. A physician who decides to terminate the patient-physician relationship without notifying the patient is guilty of:
- a. Assault
 - b. Abandonment
 - c. Battery
 - d. Felony
- _____ 5. A physician has the legal right to withdraw from a patient's care for which of the following circumstances?
- a. The patient keeps regular appointments.
 - b. The patient leaves the hospital against medical advice.
 - c. The patient calls to cancel an appointment.
 - d. The patient follows treatment plans.
- _____ 6. Which of the following would be an ethical dilemma?
- a. Falsifying insurance claims
 - b. Knowing that someone lied about his or her credentials and not disclosing it
 - c. Embezzlement
 - d. Forging prescriptions



ASSIGNMENT SHEET**CHAPTER 3: MEDICAL ETHICS AND LIABILITY****Unit 2: Professional Liability****WORDS TO KNOW CHALLENGE****A. Word Scramble: Unscramble the following terms:**

- | | |
|-----------|--|
| 1. _____ | <u>R</u> <u>C</u> <u>A</u> <u>H</u> <u>E</u> <u>B</u> |
| 2. _____ | <u>E</u> <u>E</u> <u>M</u> <u>T</u> <u>O</u> <u>P</u> <u>C</u> <u>N</u> <u>T</u> |
| 3. _____ | <u>S</u> <u>R</u> <u>E</u> <u>M</u> <u>O</u> |
| 4. _____ | <u>B</u> <u>A</u> <u>I</u> <u>L</u> <u>L</u> <u>T</u> <u>I</u> <u>Y</u> <u>I</u> |
| 5. _____ | <u>S</u> <u>T</u> <u>O</u> <u>P</u> <u>I</u> <u>O</u> <u>N</u> <u>E</u> <u>I</u> <u>D</u> |
| 6. _____ | <u>T</u> <u>O</u> <u>R</u> <u>P</u> <u>P</u> <u>A</u> <u>R</u> |
| 7. _____ | <u>N</u> <u>I</u> <u>C</u> <u>R</u> <u>E</u> <u>I</u> <u>T</u> <u>O</u> <u>R</u> |
| 8. _____ | <u>S</u> <u>P</u> <u>A</u> <u>M</u> <u>S</u> <u>C</u> <u>O</u> <u>E</u> <u>N</u> |
| 9. _____ | <u>V</u> <u>E</u> <u>A</u> <u>N</u> <u>E</u> <u>E</u> <u>R</u> <u>L</u> |
| 10. _____ | <u>H</u> <u>O</u> <u>R</u> <u>N</u> <u>G</u> <u>I</u> <u>C</u> <u>O</u> <u>C</u> <u>L</u> <u>O</u> |

UNIT REVIEW**A. True or False: Place a "T" for true or "F" for false in the space provided. For false statements, explain why they are false.**

- _____ 1. Physicians have no right to determine whom they will see as patients.

- _____ 2. Patients have the right to receive care equal to the standards of care in the community as a whole.

- _____ 3. A physician may choose to withdraw from the care of a patient who does not follow instructions for treatment or follow-up appointments.

- _____ 4. The medical assistant has the right to be free from sexual discrimination.

- _____ 5. A victim of sexual harassment must be of the opposite sex.

- _____ 6. The testimony of a physician as an expert medical witness is never necessary in a case of negligence.

- _____ 7. The doctrine respondent superior means the thing speaks for itself.

- _____ 8. The physician's liability is expressed in the doctrine of res ipsa loquitur.

- _____ 9. The medical assistant is considered an agent for the physician under the law of agency.

- _____ 10. The Good Samaritan law covers physicians even if they receive compensation for the emergency care given.

- _____ 11. An implied agreement is considered to be a legal contract in a medical office.

- _____ 12. A medical assistant should never attempt to perform a procedure outside of his or her scope of practice.

- _____ 13. It is acceptable to disclose patient information to anyone requesting such information.

- _____ 14. Part of HIPAA is intended to protect patient confidentiality.

C. Fill in the Blank

- 1. Derogatory statements regarding patients may be considered _____ of character and a breach of confidentiality.
- 2. An attorney may agree to take the testimony of a physician by _____.
- 3. A medical assistant may receive a(n) _____ to appear in court with patient records.
- 4. A(n) _____ is a law that designates a specific time limit during which a claim may be filed in malpractice suits or in the collection of bills.
- 5. _____ cannot be tolerated in handling medical records.
- 6. Each office should have a(n) _____ regarding the release of information from a medical record.
- 7. The requirement of confidentiality regarding the medical record is no longer recognized when the patient _____ against the physician.
- 8. When in doubt about disclosing patient information, _____ by not disclosing rather than by disclosing.
- 9. The _____ to disclose information should be placed in the patient's chart with a copy of the information released.
- 10. Corrections in the medical record should appear in _____.
- 11. HIPAA mandates that each medical facility must appoint a(n) _____ officer.

A. Short Answer

- 1. Describe the correct procedure for terminating the patient-physician contract. _____

- 2. Explain the term "abandonment," and give an example. _____

3. What is professional negligence? Give an example. _____

4. Give an example of a situation in which a medical assistant could be charged with malpractice. _____

5. What is the purpose of the Good Samaritan law? _____

6. List the reasons for keeping accurate and up-to-date medical records. _____

7. Who owns medical office records? _____
8. Do patients have the right to the information in their medical records? Please explain your answer. _____

9. What special precautions should be taken when giving written instructions to a patient? _____

10. What kinds of notes are inappropriate in a patient's chart? Why? _____

11. Explain the appropriate procedure for making changes and correcting errors in a patient's medical record. _____

12. List and discuss the guidelines for reducing the number of forged prescription orders. _____

13. Choose a controversial health care issue (such as abortion or stem cell research) and write about your views on the topic. _____

CASE STUDIES

Scenario 1

Mrs. Karnes is frail elderly woman who is in congestive heart failure. Her lower extremities are swollen and she is having difficulty breathing. Dr. David decides to admit her to the hospital for treatment of her condition. Later in the day, you receive a call from Mrs. Karnes's neighbor, who is asking about her condition since she did not see her return home.

Critical Thinking Questions

1. How would you handle this inquiry? _____

2. Why would you handle the inquiry in this manner? _____

3. To whom may you give information about the patient? _____

Scenario 2

Mr. Leonard telephones your office and asks to make an appointment with Dr. David. He is a new patient and states that the doctor comes highly recommended by someone he works with. You explain to Mr. Leonard that Dr. David is not accepting any new patients at this time, and Mr. Leonard becomes irate. He states that the physician is listed as a network provider for his insurance company and demands an appointment.

Critical Thinking Questions

1. What would you tell Mr. Leonard regarding his request? _____

2. Is the doctor within his legal rights? _____

3. What suggestions could you make to Mr. Leonard? _____

UNIT APPLICATION

Research Activities

- A. Visit your state's Web page to determine if medical assistants fall under the Physician Practice Act or the Nurse Practice Act. Also, check to see if your state requires medical assistants to be licensed.
- B. Surf the Web for sites devoted to HIPAA and compliance with HIPAA regulations. Choose a site and read over the requirements. Then, write a short paper that explains why HIPAA is important and what an office must do to remain in compliance.

CERTIFICATION AND REGISTRATION PREPARATION

- _____ 1. Which of the following Latin phrases means “let the master answer”?
- a. *Res ipsa loquitur*
 - b. *Subpoena duces tecum*
 - c. *E pluribus unum*
 - d. *Respondeat superior*
- _____ 2. Which of the following would be considered good practice in maintaining medical records?
- a. Using black ink
 - b. Never using film or liquid correction fluid to cover an error in the chart
 - c. Filing documents in charts as they come to the office
 - d. Consulting the HIPAA document in the chart before releasing patient information
 - e. All of the above
- _____ 3. Which of the following Latin phrases means “the thing speaks for itself”?
- a. *Res ipsa loquitur*
 - b. *Subpoena duces tecum*
 - c. *E pluribus unum*
 - d. *Carpe diem*
- _____ 4. Which of the following is issued to order a person to appear in court?
- a. Interrogatory
 - b. Deposition
 - c. Subpoena
 - d. Statute of limitations
- _____ 5. All of the following are rights of a physician except:
- a. The right to decide whom to accept as patients
 - b. The right to refuse to accept any new patients
 - c. The right to refuse to provide emergency treatment
 - d. The right to decide which type of medicine he or she wishes to practice
- _____ 6. Which of the following protects a physician who gives emergency care from liability for any civil damages?
- a. Physician’s Practice Act
 - b. Good Samaritan Act
 - c. Civil Rights Act
 - d. Hippocratic Oath

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