Texas A&M University-Corpus Christi
College of Nursing and Health Sciences
Financial Management in Health Care
HLSC 4310
Fall 2011

SYLLABUS

Professor: 
Office: 
Telephone: 
E-mail: 
Office Hours: by appointment 
Class Dates: 8/24/2011-12/06/2011 
Credit: 3

Course Description
This course provides an introduction to common legal and ethical concepts, terms and practices relevant to health care.

Required Texts

(Other versions of the text may be purchased/used. However, page numbers noted in the assignments may not be the same.)

Recommended Text

Other readings as assigned.

Course Requirements & Evaluation
Homework/Quizzes/Discussions Required (graded or pass/fail) (35%)
Research Paper Graded (25%)
Mid term Exam Graded (20%)
Final Exam Graded (20%)

COURSE OBJECTIVES WITH SPECIFIC LEARNING OUTCOMES:

This class is not intended to make lawyers out of students. Rather, students are expected to gain an appreciation of common legal principles, ethics, issues, their significance and potential resolutions that commonly arise in health care organizations.

By the end of the course, students should expect to:

1. Identify and understand basic legal concepts relevant to the health care delivery system.
2. Understand the formation and impact of public policy on law and health care delivery.
3. Identify and apply the law from:
   Cases, statutes and regulations
Contracts and other legal documents
4. Apply legal concepts to various health care enterprise situations.

**COURSE POLICIES**

1. Written assignments: Students are expected to follow instructions associated with the assignments for this course. Students who are confused about an assignment should contact the instructor in a timely manner to ensure satisfactory completion of the assignment on the date it is due. Unless otherwise instructed, students should use the APA Publication Manual, 6th Edition as a reference for formatting and organizing written assignments. Points will be deducted for poorly written papers.

2. Students are held responsible for the information given in the current catalog and student handbook. Students are asked to take special note of the University penalties associated with academic dishonesty. All work handed in by students must be their own work. Extracts, quotes, or ideas presented by others must be acknowledged and properly referenced. Group work is held to the same standards of honesty. Refer to APA Manual for the proper way to use and cite quoted material.

3. Students are expected to use the classroom or online discussion to examine principles of health care law. It is assumed that students will prepare for each class so that they can make knowledgeable contributions. All contributions should be made in a respectful manner and the discussion should be an orderly sharing of ideas. NO disrespect to classmates will be tolerated.

4. Written assignments must be turned on the required date unless other arrangements have been made with the course instructor ahead of the due date. Two (2) points will be deducted from the final grade for the assignment for each day that the assignment is late. Students are expected to review the syllabus throughout the semester to ensure that they complete class assignments correctly.

5. Students are expected to complete an anonymous course evaluation at the end of the course. The practice of providing feedback to educational experiences is consistent with professional responsibilities.

6. Attendance in traditional class or participation in the online classroom is necessary to achieve course objectives.

7. For traditional classrooms, all cellular phones and other similar devices MUST BE TURNED OFF during lectures. Students may be asked to put all electronic devises away if they appear to be distractions. Students using computers for class notes will be asked to put them away if they are reading email or conducting business not directly related to classroom activities.

8. Students are expected to demonstrate professional behavior in the classroom and online. Professional behavior is consistent with TAMU-CC and College of Nursing and Health Sciences rules for student behavior. Students should review the TAMU-CC catalog and student handbook if they are unsure of the attributes of acceptable behavior. Faculty will take actions to eliminate any behavior that interferes with class activities. Students who are asked to leave the classroom because of disruptive behaviors will be responsible for the material covered over the lecture period. The Academic Integrity Guide available on the College of Nursing and Health Sciences web site outlines additional actions that faculty may take when students violate the Academic Integrity Standards of the College.

9. Examination Guidelines. Students are required to take exams when scheduled. Only an extreme emergency will be considered for a make-up exam. Any student unable to sit for a classroom or online exam must contact the instructor PRIOR to the time period in which the exam is scheduled. Missing an exam will be counted as non-participation and zero (0) points earned on the exam.
   - Students should bring a #2 pencil for classroom exams.
Online exams may require the Respondus Lockdown Browser; installation instructions are available in the online classroom.

Test items will cover course and class objectives. Topics covered in course readings, lecture and assignments will be represented in the test items.

Each student is responsible for making sure that he or she has completed the exam before it is turned into the proctor or saved online.

Each student is responsible for notifying the instructor of the need for personalized test-taking environments BEFORE the scheduled exam date.

Except for the final exam, exam dates, times, and locations are subject to change.

At instructor discretion, exams may be offered in the online classroom.

TEACHING METHODS
Discussion, lecture, independent reading, and study are used to stimulate the development of an understanding of the principles of health care law.

Web discussion, web lecture, independent reading and study will be used to stimulate the development of an understanding of the legal and ethical principles of health care. The student is responsible for identification of individual learning needs, self-direction, and demonstration that learning has occurred. Faculty will provide guidance to assist student’s successful completion of this course.

ACADEMIC ADVISING
The College of Nursing and Health Sciences require that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College’s Academic Advising Center is located on the third floor of Island Hall, 825-3748 and 825-2461.

STUDENTS WITH DISABILITIES
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at 361.825.5816 or visit the office in Driftwood 101.

TUTORING & LEARNING CENTER
The Tutoring & Learning Center offers a variety of services, including a writing center. For more information about these services, go to the Tutoring and Learning website: http://tlc.tamucc.edu/

ACADEMIC HONESTY
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Plagiarism means to steal and pass off the work of another as one’s own work. It usually results from bad paraphrasing or improper referencing. The substitution of a few changes from those of the original author and forgetting to use quotation marks, and reference citation are technically considered plagiarism. The only safe way to paraphrase is to read the original over several times
and then write your conception of what you have read without looking at the original. In other words, when paraphrasing, keep the source book closed! Wilson, p. 523)
http://falcon.tamucc.edu/~students/JAffairs/ja_code_of_conduct_article3.htm

GRADE APPEAL PROCESS
As stated in the College of Nursing and Health Sciences (CONHS) Handbook under section VII Policies and Procedures, a student that believes they have an academic grade appeal is encouraged to go though the CONHS academic review process prior to pursuing University Grade Appeal. See the handbook for the process.

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University RulesWeb site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.