California State University, Long Beach
College of Health & Human Services
Health Care Administration Program

HCA 340- Legal Aspects of Health Administration
Fall, 2018

Instructor: Dana Brown, M.A., J.D.
E-mail: dana.brown@csulb.edu
Program Office Location: HHS2-118

Class Number: 3327, Section 01
Class Meets: Tuesday/Thursday, 2:00-3:15PM
Room: VEC 326

Office Hours: Tuesday/Thursday 1:00-1:45 pm and by appointment
Office: HHS2-112
Phone: 562-598-9332

Additional contact info:
HCA Program Administrator Coordinator:
DebyMcGill, dmcgill@csulb.edu
Tel. 562-985-5692; fax 562-985-5886

Course Description: 340 Legal Aspects of Health Administration
Prerequisite/Corequisite: HCA 300

Overview of health law issues. Government regulation including legal constraints; liability; negligence; patient rights; confidentiality; and corporate/administrative responsibility. Emphasis on business applications of health law. Letter grade only (A-F). (Lecture)

Disabled students are requested to inform the instructor of the need for accommodations before or during the first class session.

Required Text (available for purchase and on reserve in Library)


Course Outcomes, Competencies and Assessments:

The Health Care Administration Department has adopted a competency-based curriculum, based on the American College of Health Care Executives (ACHE) Competencies Assessment Tool and the Healthcare Leadership Alliance (HLA) Competency Directory. As HCA 340 is one of the first courses that students majoring in Health Care Administration take, the emphasis is on acquiring competencies in HLA Domain 4, knowledge of the healthcare environment. Alignment of the expected outcomes and the ACHE and HLA competencies provides clear expectation and standards for students and instructors alike. Students will demonstrate a level of proficiency in each of the expected outcomes through the course assignments as indicated in the following page.
COURSE OBJECTIVES, COMPETENCIES AND ASSESSMENTS

The Health Care Administration Department has adopted a competency-based curriculum, based on the domains and competencies defined by the American College of Health Care Executives (ACHE) Competencies Assessment Tool and the Healthcare Leadership Alliance (HLA) Competency Directory. The table below lists course learning objectives and competencies, and how they will be met and measured.

<table>
<thead>
<tr>
<th>COURSE LEARNING OBJECTIVE</th>
<th>DOMAIN</th>
<th>COMPETENCY: KNOWLEDGE OF</th>
<th>ASSIGNMENT/ASSESSMENT</th>
</tr>
</thead>
</table>
| 1. Recognize professional & ethical issues in the U.S. healthcare system | Professionals | 1. Organizational business & professional ethics  
2. Standards & code of behavior  
3. Patient rights/ responsibilities | Case Reviews, Quizzes, Mid-Term & Final Exams |
| 2. Demonstrate knowledge of legal issues impacting consumers, patients, providers and health care organizations | Knowledge of the Healthcare Environment | 1. National (community) standards of care  
2. Workforce issues  
3. Corporate compliance issues, laws & regulations  
4. Nursing & allied healthcare professionals roles, practices & issues | Case reviews, quizzes |
| 3. Articulate principles of labor relations and administrative/governance responsibilities in the health care setting | Business Knowledge & Skills – General, Human Resources, Organizational Dynamics & Governance | 1. Contractual legal obligations & issues  
2. Worker safety & health issues (OSHA)  
3. Roles & functions of Directors/Trustees | Case, reviews, Term Project, Quizzes, Mid-Term & Final Exam |
2. Credentialing & Peer Review  
3. Physician Employment  
4. Credentialing, Medical Malpractice & Professional Liability  
5. Federal and State laws and regulations in healthcare | Case reviews, Quizzes, Mid-Term & Final Exam |
Bibliography, Revised 2018

Books


Class Preparation and Participation, Discussion Leadership:

a. The class format will be lecture and interactive discussion of the assigned readings and web sites. You are expected to have read the assigned readings and visited the web sites before the class session, and to both answer questions and volunteer comments. Lectures will cover highlights of the reading and include supplementary information. Detail of assignments and relevant articles will be posted on BeachBoard. Keep checking BeachBoard for new information and announcements.

b. Attendance policy conforms to University policy [link to policy]. Students are expected to arrive in class on time. If you are delayed or unable to come to class, please let the instructor know. This can be by e-mail or phone. Calling the HCA office is also an option.

c. “Students with a disability or medical restriction who are requesting a classroom accommodation should contact the Disabled Student Services at 562-985-5401 or visit Brotman Hall, Suite 270 during 8AM-5PM weekday hours. Disabled Student Services will work with the student to identify a reasonable accommodation in partnership with appropriate academic offices and medical providers. We encourage students to reach out to DSS as soon as possible.”

d. There will be a short attendance assignment (5 questions weekly) at the end of each class starting week 2, for a total of eleven (11) assignments. The questions will be related to the required chapter reading, discussions and lecture for that class session. There will be no make-ups as these assignments will be in lieu of attendance points. However, one quiz may be "dropped" at the end of the semester or used as extra credit points. A quiz will not be given on days that are scheduled for an exam, midterm or final.

e. CELL PHONES AND COMPUTERS: Cell phones must be turned off and put away in purses, backpacks etc. Please keep desks clear of large purses and backpacks. No texting or receiving calls during class period. Computers must be turned off and closed, no other use is permitted during class time. You may bring a copy of the study guide to take notes during class lecture. Computers will not be allowed during exams.

f. Late assignments will be downgraded 10% for each meeting (20% per week) they are late. The written case report and HIPAA assignment will not be accepted after week 14.

g. Other Requirements: E-mail address and internet access to use the online BeachBoard course software system. If you have trouble with registration, contact the CSULB Technology Help Desk by phone at 562-985-4959, via e-mail at helpdesk@csulb.edu or go in-person to Horn Center.

h. No food or eating during class. Please eat before or after class.
Quizzes, Midterm, and Final Exam

The exams cover materials from lectures, handouts, and reading assignments. Students with valid excuses who are unable to sit for scheduled exams at the appointed times must make arrangements with the instructor before the scheduled exam date in order to obtain an alternative testing date or time. Disabled students requiring special accommodations, please advise instructor. If you have an excused absence for one of the three exams, you must make it up before you attend the next class. Bring a ParScore Scantron Student Enrollment form F288 (red) Tuesday the second week of class.

This will enroll you in the computerized grading program. This form will be handed back to you to use for your first exam. You must use a soft-leaded #2 pencil on all computer sheets and include your student ID and the exam form letter or the computer cannot recognize you or grade your exam. Purchase three additional ParScore Scantrons- F289 (red) computer answer sheets for the remaining exams.

Written Case Research Review Assignment

The written case research review paper shall be one the student chooses from a list of topics that are related to this course or a current health care legal issue. Please use the APA format available in the bookstore or online. See abbreviated APA format (pages 12-13).

There are two deliverables to this assignment: the outline and the final report. Submit a hard copy to instructor for both the outline (with references attached) and final paper.

- The paper should be well researched and must contain two (2) or more legal cases (do not use cases in your textbook) related to the subject. You must use actual trial court references for your report. Article summaries are not acceptable. See BeachBoard for examples.

- It must be at least 1,500 words or 8-9 pages, not including the cover page or reference page. Please include "word count" on your report cover page. Double (2) line spacing only (even between paragraphs and headings), one inch margins, Geneva style (or equivalent) with 12 point font.

- Case outline is due week 6. Make a brief outline of the two cases you have chosen for your report. Include a short introduction describing your topic, include a sentence or two that address all required case information (page 11, number 3) and attach a hard copy of the references you will use. These may be anywhere from 10+ pages. Examples of acceptable case references will be made on BeachBoard. You may want to get approval of your references prior to turning in your outline to avoid a low grade.

- Students may submit a rough draft of their paper for instructor review at any time prior to the required report due date week 9. Suggestions may be made (I will not rewrite it however) and the paper will be turned back to the student. The final project paper must be in compliance with the correct format, content, organization, spelling, grammar, logical thinking/conclusions. Case format examples and the grading rubric will be posted on BeachBoard. Final case report due week 9.
• Topic suggestions are listed on page 10, more may be added and a sign up sheet will be available the second week. Only one student per topic. Related topic web sites on pages 8-10.

• To cite a legal case you must include the parties to the case, the case or docket number, the Court and the date. Below are two examples; the second example is a U.S. Supreme Court (appeal). Please indicate if your case is an appeal. This format will precede each case you discuss and the reference on the bibliography page. Only single space the case cites. Do not put separate cases on separate pages, just double space and continue the next case on the same page.

1. **Case site**: These should precede each of your cases. Single spaced.

   Veterans For Common Sense et al. v. Peake,
   Case No. C 07 3758, U.S.D.C.
   (N.D. Cal. 2007)

2. **Appeal cases**: A more lengthy cite for these cases.

   U.S. Supreme Court
   438 U.S. 265
   Regents of the University of California v. Bakke
   Certiorari to the Supreme Court of California No.
   76-811.
   Argued October 12, 1977
   Decided June 28,1978

HIPAA Assignment: This assignment is worth 25 points. **It is due week 14.**

If you have previously completed the HIPAA EDI Standards Web Based Training Course, you are not required to complete it again, but you must provide: documentation, HIPAA's certificate of completion, that includes your name to obtain the points for this assignment.

If you have **not** previously completed the HIPAA EDI Standards Training Course:

b. Click on Web Based Training Modules
c. Select the "HIPAA EDI Standards" course where you will need to register as a new user.
d. Follow the directions to complete the module.
e. When you have finished, "save" a copy of the certificate and "print" a copy of the certificate for your instructor which must include your name.

**Required Assignments;** Failure to turn in three (3) required assignments that include the case outline with references attached, final case paper and HIPAA, will result in a failing grade for the class regardless of your final points. **No assignments will be accepted after week 14.**
Grade Weights and Policies

<table>
<thead>
<tr>
<th>Required Student Assignments</th>
<th>Due Date</th>
<th>Points Possible</th>
<th>Grade Weight</th>
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</thead>
<tbody>
<tr>
<td>Exam #1 Chapters 1-6</td>
<td>Week 5</td>
<td>50</td>
<td>15%</td>
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<tr>
<td>Case Report Outline and Resource Copies for Approval Both Required</td>
<td>Week 6</td>
<td>5 20</td>
<td>5%</td>
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<tr>
<td>Mid-Term Exam #2 Chapters 7-12 (5 extra credit)</td>
<td>Week 9</td>
<td>50</td>
<td>15%</td>
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<tr>
<td>Required Legal Case Paper</td>
<td>Week 9</td>
<td>50</td>
<td>10%</td>
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<tr>
<td>In-Class Attendance Quiz, 11 @5 points each (1 extra for 5 points)</td>
<td>On-going, No Make-ups</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Exam #3 Chapters 13-17</td>
<td>Week 12</td>
<td>50</td>
<td>15%</td>
</tr>
<tr>
<td>HIPAA Assignment with Required: certificate with the student name</td>
<td>Week 14</td>
<td>25</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam Chapter 18-25 (5 extra credit points)</td>
<td>Week 17</td>
<td>50</td>
<td>20%</td>
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<tr>
<td>Total Points Possible</td>
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<td>• total points subject to change</td>
<td>350</td>
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FINAL COURSE GRADE: 90% = A, 80% = B, 70% = C, 60% = D. Because there are 15 extra credit points during the semester, final course grades will not be adjusted to a higher grade, even for just 2-3 points.

Cheating and Plagiarism: Please be aware of and ensure that your behavior conforms to University Policy, as contained in the California State University, Long Beach Policy Statement 80-01: See: [http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/2008/02](http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/2008/02).


*Information covered in this course is not intended to be used in place of appropriate legal counsel.*
<table>
<thead>
<tr>
<th>Week #–Date</th>
<th>Topic</th>
<th>Text</th>
<th>Deliverable(s)</th>
</tr>
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<tbody>
<tr>
<td>1  Aug. 28</td>
<td>Intro to Course, Government, Law &amp; Ethics, Healthcare Ethics,</td>
<td>Chapters 1 &amp; 2</td>
<td>Student introductions</td>
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<td></td>
<td>Aug. 30</td>
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<tr>
<td>2  Sept. 4</td>
<td>Reflections of the Past, (History of Law) Begin Tort Law</td>
<td>Chapter 3 &amp; 4</td>
<td>choose legal cases</td>
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<td></td>
<td>Sept. 6</td>
<td></td>
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<tr>
<td>3  Sept. 11</td>
<td>Tort Law and Criminal Aspects</td>
<td>Chapter 4 &amp; 5</td>
<td>Bring Parscore&lt;br&gt; &lt;br&gt;Student Enrollment #F-288 (red) Sign up for Case Report</td>
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<td></td>
<td>Sept 13</td>
<td></td>
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<tr>
<td>4  Sept. 18</td>
<td>Contracts and Antitrust, begin Civil Procedures</td>
<td>Chapter 6 &amp; 7</td>
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<td>Sept. 20</td>
<td></td>
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<tr>
<td>5  Sept. 25</td>
<td>EXAM #1 Covers Chapters 1-6</td>
<td>I will give back your Parscore enrollment form</td>
<td>Bring #2 pencil, textbook, notes (SG), quizzes</td>
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<td></td>
<td>Sept. 27</td>
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<tr>
<td>6  Oct. 2</td>
<td>Civil Procedures and Trial Practice, Corporate Structure and Legal Issues,</td>
<td>Chapter 7 &amp; 8</td>
<td>Thursday, case Review Outline Due, Attach Resources</td>
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<td>Oct. 4</td>
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<tr>
<td>7  Oct. 9</td>
<td>Medical Staff and Physician Liability, Nursing and the Law</td>
<td>Chapters 9 &amp; 10</td>
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<td>Oct. 11</td>
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<td>8  Oct. 16</td>
<td>Hospital Departments and Allied Health Professionals, Patient Rights</td>
<td>Chapters 11 &amp; 12</td>
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<td>Oct. 18</td>
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<td>9  Oct. 23</td>
<td>Exam #2 Mid-Term Chapters 7-12</td>
<td>Case Research Papers Due Thursday</td>
<td>Bring Parscore&lt;br&gt; &lt;br&gt;Computer form #F-289 (red) , #2 pencil, textbook, notes (SG), quizzes</td>
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<td>Oct. 25</td>
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<tr>
<td>10  Oct. 30</td>
<td>Patient Consent, Review HIPAA, Procreation and Ethical Dilemmas, End-of-Life Issues</td>
<td>Chapters 13, 14, 15 &amp; Lecture</td>
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<td>Nov. 1</td>
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<td>11  Nov. 6</td>
<td>AIDS, Mental Health Law, Substance Abuse Law, Legal Reporting (include California Law)</td>
<td>Chapters 16, 17 &amp; lecture</td>
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<td>Nov. 8</td>
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<tr>
<td>Week #</td>
<td>Date</td>
<td>Topic</td>
<td>Text Reading Assignments</td>
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<tr>
<td>12</td>
<td>Nov. 13</td>
<td>Medical Records, National Health Insurance and Managed Care</td>
<td>Chapters 18 &amp; 19</td>
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<td>Nov. 15</td>
<td>FALL BREAK</td>
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<tr>
<td>13</td>
<td>Nov. 19</td>
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<tr>
<td>14</td>
<td>Nov. 27</td>
<td>Exam #3 Chapters 13-17 &amp; Mental Health, Substance Abuse Lectures. Exam will be given over 2 days</td>
<td>Bring Parscore Computer form #F-289 (red), #2 pencil, textbook, notes (SG), quizzes</td>
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<td></td>
<td>Nov. 29</td>
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<tr>
<td>15</td>
<td>Dec. 4</td>
<td>Professional Liability, Labor Relations, Employment and Discharge</td>
<td>Chapters 20, 21 &amp; 22</td>
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<td></td>
<td>Dec. 6</td>
<td></td>
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<tr>
<td>16</td>
<td>Dec. 11</td>
<td>Employee Rights/ Responsibilities, Tort Reform and Culture of Safety (combined)</td>
<td>Chapters 23, 24 &amp; 25</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>Dec. 13</td>
<td>Final Exam Chapters 18-25</td>
<td>* NoteTime 5:00 PM-7:00 PM</td>
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</table>

*Note: Time is subject to change.*
Topic Web Sites: Just a few of many web sites with information pertinent to this course. The library will help you find “scholarly” case sources, not case summaries, each resource will be around 8-15+ pages.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Web Site</th>
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<tr>
<td>Health Policy Issues/news</td>
<td>California Health Line: <a href="http://www.californiahealthline.org/">www.californiahealthline.org/</a></td>
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<td>Health Leaders website: <a href="http://www.home.healthleaders-interstudy.com">www.home.healthleaders-interstudy.com</a></td>
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<td>Kaiser Health News: <a href="http://www.kaiserhealthnews.org/">www.kaiserhealthnews.org/</a></td>
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<td>Academy for Health Services Research &amp; Health Policy:</td>
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<td><a href="http://www.ahsrhp.org">www.ahsrhp.org</a></td>
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<td>Health Hippo: hippo.findlaw.con/hippohome.html</td>
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<td><a href="http://www.loginfo.ca.gov/calaw.html">http://www.loginfo.ca.gov/calaw.html</a></td>
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<td><a href="http://www.californiahealthline.org">www.californiahealthline.org</a></td>
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<td>Federal Health Law</td>
<td><a href="http://www.law.cornell.edu/topics/health.html">www.law.cornell.edu/topics/health.html</a></td>
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<td><a href="http://www.hg.org/health-law.html">www.hg.org/health-law.html</a></td>
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<tr>
<td>Managed Care, Employment Codes</td>
<td>Employee Benefits Research Institute: <a href="http://www.ebri.org">www.ebri.org</a> CA</td>
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<td>Dept. of Managed Health Care: <a href="http://www.dmhc.ca.gov">www.dmhc.ca.gov</a></td>
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<td><a href="http://www.calaborlaw.com">www.calaborlaw.com</a></td>
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<td><a href="http://www.dir.ca.gov/dwc/HCO.htm">www.dir.ca.gov/dwc/HCO.htm</a></td>
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<td><a href="http://www.calpatientguide.org/glossary.html">www.calpatientguide.org/glossary.html</a></td>
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<td><a href="http://www.corp.ca.gov">www.corp.ca.gov</a> aw.justia.com/codes/california/2018/corp</td>
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<td>Patient Rights, Medical Information</td>
<td>American Association of Retired Persons: <a href="http://www.aarp.org">www.aarp.org</a></td>
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<td>Privacy Rights</td>
<td>Disability Rights Education &amp; Defense Fund: <a href="http://www.dredf.org">www.dredf.org</a></td>
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<td><a href="http://www.healthcare.gov">www.healthcare.gov</a> <a href="http://www.cdph.ca.gov/HealthInfo/Pages/PatientRights.aspx">www.cdph.ca.gov/HealthInfo/Pages/PatientRights.aspx</a></td>
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<td><a href="http://www.calpatientguide.org/glossary.html">www.calpatientguide.org/glossary.html</a></td>
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<td><a href="http://www.privacyrights.org/fs/fs8-med.htm">www.privacyrights.org/fs/fs8-med.htm</a> healthconsumer.org/cs028MedicalRecords.pdf</td>
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<tr>
<td>Mental Health Legislation</td>
<td>National Institute of Mental Health: <a href="http://www.nimh.nih.gov">www.nimh.nih.gov</a></td>
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<td></td>
<td>Bazelon Center for MH Law: <a href="http://www.bazelon.org">www.bazelon.org</a></td>
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<td><a href="http://www.dmhc.ca.gov/Laws_and_Regulations/default.asp">www.dmhc.ca.gov/Laws_and_Regulations/default.asp</a></td>
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</table>
| Medical Education & Practice, Health Care Professionals | American Medical Association: www.ama-assn.org  
UCSF Center for Health Professions: www.futurehealth.ucsf.edu/home.html  
American Academy of Physician Assistants: www.aapa.org  
American Pharmaceutical Association: www.pharmacist.com/ |
|---|---|
| Ethical issues | Alliance for Health Reform: www.allhealth.org  
Hastings Center: www.thehastingscenter.org |
| Quality of care | Institute of Medicine: www.iom.edu  
National Committee for Quality Assurance: www.ncqa.org  
Joint Commission on Accreditation of Healthcare Orgs: www.jointcommission.org  
California Healthcare Foundation Quality Initiative: www.chcf.org |
| Telemedicine | www.amdtelemedicine.com |
| Accreditation | www.jointcommission.org |
| Multiple sites for legal research | www.law.cornell.edu/topical.html  
www.findlaw.com  
www.healthcarelawnet.com/  
w.legalscholar.com |
| HIV Related Law in California | www.cdph.ca.gov/programs/AIDS/Pages/OAHIVReportingLaws.aspx  
www.disabilityaccessinfo.ca.gov/lawsregs.htm |
SUGGESTIONS FOR TERM PAPER TOPICS

AIDS-HIV Issues
Anti-trust violations (Stark Amendment, Supreme Court)
Ambulatory, Urgent Care (Surgicenters)
Arbitration Disputes
Bioterrorism and Healthcare
MCO’s
Breach of Contract Violations
Calif. Reporting Requirement violations
Child/Elder Abuse
Consent Breach
Corporate Compliance, Privacy Violations
Current court cases (Calif. or Fed. Supreme Court)
EMTLA
Emergency Preparedness
Employee Benefits (discrimination)
Employment, Discipline & Discharge
Ethics (professional, medical)
External Review Organizations (TJC)
Forensic Medicine
Health Information (HIT, Medical Records)
Health Maintenance Organizations
Health Related Class Action(s)
Healthcare in Correctional Institutions
Healthcare Disparities (race, religion,..)
Healthcare Governance (CEO, CFO, BOG)
Healthcare Technology (i.e. robotics)
Healthcare Worker Malpractice (billing, audit, M&O)
Home Health (abuse, fraud)
HIPAA (non-compliance, confidentiality)
HIPAA and Risk Assessment Breach
Human Genome Project(engineering)
Insurance (denial/cancellation)
Labor Relations (unions, violations)
Licensing (physicians, nurses, technicians)
Long Term Care/Assisted Living Issues

Meaningful Use Violations (HIPAA)
Medical Education Issues (i.e. FMG’s)
Medical Research Issues (i.e. stem cell, cloning)
Medicare/Medicaid Fraud & Abuse
Mental Health (patient, institution, etc)
Mergers and Acquisition Violations (corporations, MCO’s)
Nursing Home (SNF) Neglect
Nursing Malpractice
Patient Rights Violations
Pharmaceuticals (advertising, kickback statutes)
Physician Malpractice
Power of Attorney, Living Wills (contested, void)
Prison healthcare violations
Product Liability (manufacture, sale, defects)
Professional Healthcare Worker Misconduct
Public Health litigation
Public School Healthcare (nurses, meds)
Release of Information Violations
Religion and Health Care
Reproductive rights (surrogate, in-vitro, etc)
Right to Die Issues
Risk Management
Sarbanes-Oxley Act Violations
Speciality Hospitals
Standard(s) of Care
Statute of Limitations in Healthcare
Transgender Issues in Health
Universal Healthcare (PPAC Act)
Veterans Healthcare
Wrongful Life, Wrongful Birth

More suggestions may be posted on BeachBoard

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APA Style*- Papers or articles following the 6th edition of The Publication Manual of the American Psychological Association (APA Style) will typically include the following sections, each of which starts on a new page. Cases however, are not on separate pages but continue in the body of the paper.

Case Paper Format

1. **Cover page**: College, class, subject, instructor, date and your name and word count, centered. (no folders or plastic covers please)

2. **Abstract** (page 2), synopsis of the paper followed by the "key words" used for reference.

3. **Body** (begin on page 3) Paragraph format only (no list or bullets) must address all of the following in each case:
   - **facts** (dates, people involved, exactly what happened, not a brief overview),
   - **legal issues** (what is the cause of action - i.e. tort-slander),
   - **rule** (i.e.-slander: "Statement made to another, which is detrimental to the P's reputation"),
   - **arguments/discussion** (the arguments made to the P or defenses by the D),
   - **conclusion/decisions/ruling**, (how did the court rule and why),
   - **settlement/remedy** (what did the plaintiff receive from the defendant -$?).
   - Most sources will be around 8-15+ pages, do not use a 2-3 page summary of a case. You may also include a short opinion of the Court decision if you wish.

4. **References** (for books, articles, and on-line references, pages 13-14) alphabetical by author. (example for books, page 13 of this syllabus). Attach a hard copy of resources.

5. **In-text citations** to be used in lieu of footnotes (page 13)

6. **Number** your pages in the upper right corner.

The guidelines for manuscript preparation can be found in Chapter 8 of the 6th edition of the Publication Manual on p. 228. It covers margins, typeface, line spacing, and other matters.

Note that these guidelines are intended specifically for submitting to APA Journals. Many universities have other requirements that add to or supersede the requirements in the APA Style manual.

**Headings**

The use of headings aids in establishing the hierarchy of the sections of a paper to help orient the reader. Topics within a paper that have equal importance will have the same level of
headings throughout the paper. For example, in a paper with multiple experiments, the heading for the Method section for Experiment 1 should be at the same level as the heading for the Method section for Experiment 2.

Headings can also function as an outline to reveal the paper's organization. This is particularly true when the paper is submitted to APA journals. Also, avoid having one sub-section heading in a paper. Use at least two subsections with any given section or none at all.

APA's heading style consists of five possible levels of subordination. Level 1 is the highest level and Level 5 is the lowest level. Most papers will use two or three levels. Levels are always used consecutively, beginning with Level 1. APA does not use the heading "Introduction" to begin a paper, as the opening of a paper is considered by default to be the introduction.

1. Level 1: Centered, Boldface, Uppercase and Lowercase Heading
2. Level 2: Left-aligned, Boldface, Uppercase and Lowercase Heading

In-text citations

Reference citations in text are done using parenthetical referencing. Most usually, this involves enclosing the author's surname and the date of publication within parentheses, separated by a comma, generally placed immediately after the reference or at the end of the sentence in which the reference is made. However, it is also common for the authors to be the subject or object of a sentence. In such a case only the year is in parentheses. In all cases of citation, author name(s) are always followed immediately by a year, and years are never presented without author name(s) immediately preceding it. In the case of a quotation, the page number is also included in the citation.

Reference list

The APA style guide prescribes that the Reference section, bibliographies and other lists of names should be accumulated by surname first, and mandates inclusion of surname prefixes. For example, "Martin de Rijke" should be sorted as "Rijke, de M." and "Saif Al-Falasi" should be sorted as "Al-Falasi, S." For names in non-English languages, follow the capitalization standards of that language. For each of the source types below a hanging indent should be used where the first line is flush to the left margin and all other lines are indented.

Print sources

Book by one author


Book by two authors


Chapter in an edited book

Electronic sources

For electronic references, websites, and online articles, APA Style asserts some basic rules, including:

- direct readers specifically to the source material using URLs which work
- include retrieval date ONLY when content is likely to change (e.g., wikis)
- include all other relevant APA Style details for the source

Online article based on a print source, with DOI (e.g., a PDF of a print source from a database)


Online article based on a print source, without DOI (e.g., a PDF of a print source from a database)


Article in an Internet-only journal


Commitment to Inclusion

California State University, Long Beach is committed to maintaining an inclusive learning community that values diversity and fosters mutual respect. All students have the right to participate fully in university programs and activities free from discrimination, harassment, sexual violence, and retaliation. Students who believe they have been subjected to discrimination, harassment, sexual violence, or retaliation on the basis of a protected status such as age, disability, gender, gender identity/expression, sexual orientation, race, color, ethnicity, religion, national origin, veteran/veteran status or any other status protected by law, should contact the Office of Equity and Diversity at (562) 985-8256, University Student Union (USU) Suite 301, http://www.csulb.edu/depts/oed.
OPTIONAL STUDENT INFORMATION SHEET
HCA 340
(TURN IN TO INSTRUCTOR FIRST MEETING)

Name: ___________________________ (Phonetic pronunciation) ____________________.

Name you prefer to use: (i.e. William or Bill) ________________________________.

Declared major: ________________________________.

The easiest way to reach you: ________________________________.

E-mail address/phone number: ________________________________.

Please describe briefly:

a. Your educational background:

b. Work experience:

c. Future educational and career plans:

d. Your reasons for taking this course, what you hope to learn from it:

e. Languages you speak, read and write, hobbies, sports or interests outside the classroom: