Worksheet and Test Answer Keys
Chapter 1

Worksheet 1

Define the terms.
1. Medical ethics is an applied ethics, meaning that it is the practical application of moral standards that concern benefiting the patient.
2. Moral dilemmas and issues that are a result of advances in medicine and medical research.
3. The branch of philosophy relating to morals or moral principles.
4. Rules or actions prescribed by a governmental authority that have a binding legal force.
5. Moral conduct based on principles regulating the behavior of health care professionals.

Answer the questions.
1. Because medical ethics is applied ethics, meaning that it is the practical application of moral standards that concern benefiting the patient
2. Both are rules for behavior, both are required for medical professionals.
3. Laws are required by national, state, or local governmental bodies. When laws are broken, there are direct consequences as directed by government authorities. Ethics do not have governmental requirements.
4. It may or may not be acceptable based on the decision of the officials of the court system (district attorney) and the jury.
5. Yes, absolutely. Medical ethics require a higher standard.
6. Yes, but we all do not agree with each other. The law represents the consensus of most of the people of a society.

Worksheet 2

Define the terms.
1. An ethical theory based on the principle of the greatest good for the greatest number.
2. The ability to have consideration for and honor another person’s beliefs and opinions.
3. Unwavering adherence to one’s principles.
4. Quality of truthfulness.
5. Treating everyone the same.
6. The ability to understand another person’s feelings without actually experiencing that person’s pain or distress.
7. Feeling sorry for or pitying another.
8. The ability to have a gentle, caring attitude toward others.
9. Faithfulness and commitment to a person or commitment.
10. Confidentiality.
11. Unwelcome sexual advances when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or submission to or rejection of such conduct is used as the basis for employment decisions, or conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive working environment.
12. Entitlement of all employees to certain procedures to be followed when they believe their rights are in jeopardy.

13. Pay equity or a theory that extends equal pay requirements to all persons who are doing equal work.

Describe the three-step model for evaluating an ethical dilemma.

Step 1 Is it legal? If the issue is illegal, then it is clearly unethical.

Step 2 Is it balanced? (This step is to be followed only if answer to Step One is “yes.”) Balance means determining if someone is negatively impacted or will suffer as a result of the issue.

Step 3 How does it make me feel? How would I feel if everyone knew about my position on this issue? If I would feel good, then the decision is likely to be ethical.

Answer the questions.

1. No. Emotions may affect how we behave, but they do not necessarily justify the behavior.

2. No. Ethics is about “right and wrong.” Ethics may overlap religious beliefs, but a person can hold ethical beliefs and not have a faith in a higher being or God or profess to be a “believer” or practitioner of any religion.

3. Ethics is the study of a branch of philosophy related to morals and moral principles. Bioethics refers to the moral dilemmas and issues prevalent in today’s society as a result of advances in medicine and medical research.

4. Ethics is the study of a branch of philosophy related to morals and moral principles. Feelings and beliefs are emotional reactions to situations. Feelings are very personal and are sometimes difficult to justify, whereas an ethical position is more easily justifiable.

Test 1

True or False

1. F   6. T   11. T
2. T   7. F   12. F
3. T   8. T   13. T
5. T   10. F   15. F

Test 2

Multiple Choice

Write the letter of the correct answer in the blank.

1. b   4. d   7. b   10. b
2. b   5. b   8. a
3. d   6. d   9. b

True or False?

1. T   3. T   5. T
2. F   4. T
Chapter 2

Worksheet 1

Define the terms.
1. Common law, based on the decisions made by judges.
2. Designed by the framers of the Constitution so that no single branch of government could control
   the entire government, and so that each branch of government is scrutinized by other branches of
government.
3. Concerns relationships between individuals or between individuals and the government that are not
criminal.
4. Case law that is based on decisions made by judges.
5. In contract law, this refers to something of value given as part of the agreement.
6. Rights, privileges, or immunities secured and protected for each citizen by the U.S. Constitution or the
   state constitutions.
7. The division of law that includes enforceable promises and agreements between two or more persons
do or not do a particular thing.
8. Failure to perform professional duties to an accepted standard of care.
9. Laws enacted by state and federal legislatures.
10. Wrongful act, defined by law, that is committed against another person or property and that results in
    harm.
11. Division of law that covers acts that result in harm to another.

Answer the questions.
1. Federalism; checks and balances.
2. Legislative, executive, and judicial branches.
3. Senate and House of Representatives.
4. The U.S. Supreme Court is the highest court. Below the Supreme Court are two courts: the Court of
   Appeals for the Federal Circuit, and the Circuit Courts of Appeals. Each of these courts receives
   appeals from three separate bodies. The Court of Appeals hears appeals from the Court of Claims, the
   Merit Systems Protection Board, and the Court of International Trade. The Circuit Courts hear
   appeals from the Tax Court, administrative agencies, and federal District Courts.
5. (1) A statute begins as a bill submitted by legislators at the state or federal level. (2) The bill is then
    submitted into one of the two legislature houses. It may “die” at any stage. It may go to committee, and
    the committee may choose to call hearings to gather more information for review and discussion. This
    first committee will issue a recommendation to pass or fail the bill. If it fails, all further action is
    dismissed. (3) If it passes, the bill then goes to the second legislative body for review and vote. (4) If it
    passes in both houses, it is signed by both the Speaker of the House and the VP of the Senate. (5) The
    approved act is then sent to the president (federal) or the governor (state), who either approves or
    vetos the bill. A veto must occur within 10 days. (6) If approved, the bill becomes law and is issued a
    public law number.
6. It is law established from a court decision, which may explain or interpret the other sources of law.
   It may explain what constitutional law, a statute, or a regulation means.
7. Assault is the threat of bodily harm to another. Battery is actual bodily harm to another without
   permission.
Worksheet 2

Define the terms.

1. Withdrawing medical care from a patient without providing sufficient notice to the patient.
2. Regulation set by government agencies.
3. Neglect of an understanding between two parties.
4. Failure, without legal excuse, to perform any promise or to carry out any of the terms of an agreement.
5. Capable of making a decision without mental confusion.
6. Court action brought by the government against an individual or a group that could result in imprisonment or fine.
7. Laws set up by the government to protect the public from harm.
8. Person or group sued civilly or prosecuted criminally in a court of law.
10. Legal process by which facts are revealed before a trial.
11. An individual with special education, training, or experience in a given area who testifies in a court of law for a fee.
12. An oral or written agreement.
13. A serious crime that carries a punishment of death or imprisonment for more than one year.
14. An agreement that is made through inference by signs, inaction, or silence.
15. A dispute resulting in one party suing another.
16. Offenses less serious than felonies, punishable by fine or imprisonment of up to one year.
17. Person or group bringing suit against another person or group.
18. A person who brings a criminal suit on behalf of the government.
19. Court order.
20. Give up the right to something.

Answer the questions.

1. An expressed agreement is an oral or written agreement. An implied contract is an agreement that is made through inference by signs, inaction, or silence.
2. No, but the physician must give sufficient notice to a patient, or refer the patient to another competent source of care before withdrawing medical care.
3. Felonies: Serious crimes that carry a punishment of death or imprisonment for more than one year. Misdemeanors: Offenses less serious than felonies, punishable by fine or imprisonment of up to one year.
4. The power to hear a case.
5. Yes. The office manager or other assistant of the physician may appear on the physician’s behalf.
6. Only the parts of the medical record requested should be copied and delivered to the requesting attorney.

Multiple Choice

Write the letter of the correct answer in the blank.

1. b  3. d  5. a
2. a  4. d
Matching

In the blank, write the letter of the scenario that correctly matches each term.

1. d  3. e  5. c
2. b  4. a  6. f

True or False?


Test 2

Multiple Choice

Write the letter of the correct answer in the blank.

1. d  3. a  5. a
2. b  4. a

Matching

In the blank, write the letter of the description that correctly matches each term.

1. e  3. f  5. b
2. d  4. c  6. a

True or False?

Chapter 3

Worksheet 1

Define the terms.
1. An approval or sanction.
2. The cooperation of one state in granting a license to practice medicine to a physician already licensed in another state.
3. Taken away, as in revoked license.

Answer the questions.
1. Licensure is granted through one of three ways: examination, endorsement, or reciprocity. A physician must have a valid license to legally practice medicine. Certification is voluntary additional training for a physician.
2. A state will grant a license by endorsement to applicants who pay a fee and successfully complete the NBME. Most physicians in the United States are licensed by endorsement, meaning they sat for and passed their national board exam. They are then recommended for licensure. Licensure is recommended and does not happen automatically.
3. Different states have different requirements for medical licensing. Some states require a physician to be licensed for a certain number of years before qualifying.
4. They all: (1) Establish the baseline for the practice of medicine in the state. (2) Determine the prerequisites for licensure. (3) Forbid the practice of medicine without a license. (4) Specify the conditions for license renewal, suspension, and revocation.
5. Renewal fee, either annually or biannually, and 75 CEUs in a three-year period.

Worksheet 2

Define the terms.
1. Legal theory that provides that the statute of limitations begins to run at the time the injury is discovered or when the patient should have known of the injury.
2. “Let the master answer” means the employer is responsible for the actions of the employee.
3. The ordinary skill and care that medical practitioners use and that is commonly used by other medical practitioners in the same locality when caring for patients.
4. The period of time that a patient has to file a lawsuit.

Answer the questions.
1. It has changed. Court cases change the standard of care and give new interpretations.
2. This is dangerous because you can never be sure that your voice doesn’t carry to someone who should not hear. All patient information is confidential. The patient’s right to confidentiality could easily be violated under such circumstances.
3. The employer is liable for acts of employees within the scope of employment, meaning the employer or physician is liable for negligent acts of employees while working for the employer.
4. Yes, healthcare workers have a duty to interpret and carry out the orders of their employer/physician. If something is not clear, they have an obligation to seek clarification before carrying out the order.
5. Answers will vary. Use this question for class discussion.
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Test 1

Multiple Choice
Write the letter of the correct answer in the blank.

1. b  
2. a  
3. b  
4. b  
5. b

True or False?

1. F  
2. T  
3. T  
4. T  
5. T  
6. T  
7. F  
8. F  
9. T  
10. T

Test 2

Multiple Choice
Write the letter of the correct answer in the blank.

1. b  
2. c  
3. d  
4. c  
5. b

True or False?

1. T  
2. F  
3. F  
4. F  
5. T  
6. T  
7. T  
8. T  
9. T  
10. T
Worksheet 1

Define the terms.
1. A legal agreement in which physicians agree to share a facility and staff but do not, as a rule, share legal responsibility for the actions of each other.
2. A type of medical practice, as established by law, that is managed by a board of directors.
3. EPO: A type of managed care that combines the concepts of HMO and PPO.
4. Three or more physicians who share the same facility and practice medicine together.
5. HMO: A type of managed care plan that offers a range of healthcare services to plan members for a predetermined fee per member by a limited group of providers.
6. A legal agreement in which physicians share in the operation of a medical practice and become responsible for the actions of the other partners.
7. PPO: A managed care concept in which the patient must use a medical provider who is under contract with the insurer for an agreed-upon fee in order to receive co-payment from the insurer.
8. A type of medical practice in which one physician may employ other physicians.
9. A medical practice in which the physician works alone.

Answer the questions.
1. a. Specialties in medicine have developed, making it impossible for one physician to learn it all, so physicians have started coming together in other forms of practice to better treat patients.
   b. Insurance costs and lawsuits have increased, making it more important to function in groups. The managed care industry is driving the development of group practice for the best reimbursement.
   c. In general, medical offices function more as businesses now than ever before. They require business personnel, and the costs of these expensive employees can be shared within physician groups of various types.

List an advantage and a disadvantage of each type of practice.

<table>
<thead>
<tr>
<th>Practice</th>
<th>Advantage</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation</td>
<td>Protection from loss of individual assets</td>
<td>Potentially a lower income than in other types of practice</td>
</tr>
<tr>
<td>Solo Practice</td>
<td>Independence</td>
<td>Capital necessary; death or illness of the physician results in end of practice</td>
</tr>
<tr>
<td>Partnership</td>
<td>Shared legal responsibility</td>
<td>Personal differences</td>
</tr>
</tbody>
</table>
Worksheet 2

Write the meaning of each abbreviation.
1. Doctor of Chiropractic
2. Doctor of Dental Medicine
3. Doctor of Dental Surgery
4. Doctor of Medicine
5. Doctor of Optometry
6. Doctor of Osteopathy
7. Doctor of Philosophy
8. Doctor of Podiatric Medicine
9. Occupational Therapist
10. Emergency Medical Technician
11. Physical Therapist
12. Respiratory Therapist
Complete the table with information about each health professional.

<table>
<thead>
<tr>
<th>Allied Health Professional</th>
<th>Full Title</th>
<th>Level of Education</th>
<th>Tasks Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN</td>
<td>Registered Nurse</td>
<td>AD: 2-year program BSN: 4-year program State license</td>
<td>All nursing tasks</td>
</tr>
<tr>
<td>LPN</td>
<td>Licensed Practical Nurse</td>
<td>1-year program State license</td>
<td>Limited nursing tasks</td>
</tr>
<tr>
<td>NP</td>
<td>Nurse Practitioner</td>
<td>RN with BSN and additional training in specialty area Masters in nursing</td>
<td>Specialty nursing tasks</td>
</tr>
<tr>
<td>MT</td>
<td>Laboratory or Medical Technologist</td>
<td>4-year program Certification</td>
<td>All variety of lab tests</td>
</tr>
<tr>
<td>MLT</td>
<td>Medical Laboratory Technician</td>
<td>2-year program Certification</td>
<td>Limited lab tests</td>
</tr>
<tr>
<td>PA</td>
<td>Physician Assistant</td>
<td>Masters level training with internship</td>
<td>Assist physician in primary care Can function independently</td>
</tr>
<tr>
<td>CMA</td>
<td>Certified Medical Assistant</td>
<td>Diploma: 6- to 9-month program AD: 2-year program Certification</td>
<td>Assist physician in ambulatory care setting</td>
</tr>
<tr>
<td>RMA</td>
<td>Registered medical assistant</td>
<td>license</td>
<td>Assist physician in ambulatory care setting</td>
</tr>
</tbody>
</table>
Test 1

Multiple Choice
Write the letter of the correct answer in the blank.
1. a 3. d 5. b
2. b 4. c

Matching
In the blank, write the letter of the advantage that correctly matches each type of practice.
1. d 3. c 5. e
2. f 4. a 6. b

In the blank, write the letter of the description that correctly matches each medical specialty.
1. d 2. c 3. b 4. a

Test 2

Write the abbreviation that names each allied health professional.
2. Ph.D. 4. M.D.

Multiple Choice
Write the letter of the correct answer in the blank.
1. b 3. d 5. c
2. a 4. a

Matching
In the blank, write the letter of the description that correctly matches each occupation.
1. j 4. g 7. a 10. h
2. f 5. b 8. i
3. c 6. d 9. e
Worksheet 1

Summarize each principle in your own words. Possible answers are given.

NOTE: While the “Standards of Conduct” are developed for physicians, it is understood that all healthcare professionals must recognize a responsibility to patients, society, other health professionals, and to themselves.

<table>
<thead>
<tr>
<th>AMA Principles of Medical Ethics</th>
<th>Standards of Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human dignity</td>
<td>Dedication to providing competent medical services with compassion and respect for all human dignity.</td>
</tr>
<tr>
<td>Honesty</td>
<td>Honesty in all dealings, including a responsibility to expose other physicians who are not honest.</td>
</tr>
<tr>
<td>Responsibility to society</td>
<td>While always seeking the best interest of the patient, the physician will respect the law.</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>Safeguard the confidentiality (all private matters) within the constraints of the law.</td>
</tr>
<tr>
<td>Continued study</td>
<td>A physician makes a commitment to continue his or her own education, keeping up with medical research and advances, consulting with other physicians as needed for the good of the patient.</td>
</tr>
<tr>
<td>Freedom of choice</td>
<td>A physician is free, except in emergency, to choose whom to serve and associate with and the environment for that work.</td>
</tr>
<tr>
<td>Responsibility to improve community</td>
<td>A physician has a responsibility to participate and contribute in improving the community.</td>
</tr>
<tr>
<td>Responsibility to the patient</td>
<td>A physician shall, while caring for a patient, regard responsibility to the patient as paramount.</td>
</tr>
<tr>
<td>Support access to medical care for all people</td>
<td>A physician, to the best of his or her ability, shall attempt to provide access to medical care for all patients.</td>
</tr>
</tbody>
</table>
Review Table 5-2 in Fremgen’s Medical Law and Ethics. For each of the seven physician duties, give one example of acceptable and unacceptable behavior.

<table>
<thead>
<tr>
<th>Duty</th>
<th>Acceptable Behavior</th>
<th>Unacceptable Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepting gifts</td>
<td>Acceptable Behavior</td>
<td>Unacceptable Behavior</td>
</tr>
<tr>
<td>Conflict of interest</td>
<td>Professional courtesy</td>
<td>Reporting unethical conduct of another physician</td>
</tr>
<tr>
<td>Second opinion</td>
<td>Sexual conduct</td>
<td>Treating family members</td>
</tr>
</tbody>
</table>

**Worksheet 2**

Define the terms.

1. The various methods by which a patient exercises the right to self-determination prior to a medical necessity; includes living wills, healthcare proxies, and durable power of attorney.
2. Person authorized to act on behalf of patient.
3. Legal agreement that allows an agent or representative of the patient to act on behalf of the patient.
4. Consent inferred by signs, inaction, or silence of a patient.
5. Consent granted in writing by a patient after the patient has received knowledge and understanding of potential risks and benefits.
6. Legal document in which a person states that artificial life-sustaining treatments and artificial nutritional support should not be used to prolong life.
7. Person who has not reached the age of maturity, which in most states is 18.
8. Confidential information that has been told to a physician by the patient.
9. State statute allowing persons 18 years of age or older and of sound mind to make a gift of any or all body parts for purposes of organ transplantations or medical research.

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Summarize each patient right from “A Patient's Bill of Rights” in your own words.

<table>
<thead>
<tr>
<th>Right</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect</td>
<td>The patient has the right to consideration from healthcare personnel.</td>
</tr>
<tr>
<td>Information</td>
<td>The patient has the right to information concerning diagnosis, treatment, and prognosis from a reliable source in understandable language.</td>
</tr>
<tr>
<td>Decisions</td>
<td>Patients have the right to make their own decisions about their treatment and have the right to refuse treatment.</td>
</tr>
<tr>
<td>Advance directive</td>
<td>Patients have the right to make their desires known and honored in advance of treatment.</td>
</tr>
<tr>
<td>Privacy</td>
<td>Privacy is a basic human right of dignity.</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>A patient can expect to have personal information protected and not disclosed without reason.</td>
</tr>
<tr>
<td>Records</td>
<td>The patient has the right to see his or her own records and have them explained in plain language. Patient also has the right to a copy of his or her records.</td>
</tr>
<tr>
<td>Patient request</td>
<td>The patient has the right to expect reasonable response to his or her health requests.</td>
</tr>
<tr>
<td>Business relationships</td>
<td>The patient has the right to be informed of all business relationships of his or her medical providers.</td>
</tr>
<tr>
<td>Research</td>
<td>The patient has the right to consent or decline medical research activities with full knowledge of that research.</td>
</tr>
<tr>
<td>Continuity of care</td>
<td>The patient has the right to reasonable continuity of care, or to be notified if care is not available.</td>
</tr>
<tr>
<td>To be informed</td>
<td>The patient has the right to know of medical facility policy and practices that relate to his or her care.</td>
</tr>
</tbody>
</table>
Test 1

Multiple Choice
Write the letter of the correct answer in the blank.
1. c  3. d  5. a
2. a  4. d

True or False?
1. T  3. T  5. T
2. F  4. T

Test 2

Multiple Choice
Write the letter of the correct answer in the blank.
1. a  3. d  5. a
2. a  4. a

True or False?
1. T  3. T  5. T
2. T  4. F
Chapter 6

Worksheet 1

Define the terms.

1. Limit.
2. Court-awarded payment to compensate a patient for an injury.
3. Neglect, as in neglect of duty.
4. The continuous sequence of events, unbroken by any intervening cause, that produces an injury and without which the injury would not have occurred.
5. Obligation or responsibility.
6. Doing an act or performing a duty.
7. Performing an illegal act.
8. The improper performance of an otherwise proper or lawful act.
9. Slight or token payment awarded by the court.
10. The failure to perform an action when it is necessary.
11. The injury was closely related to the physician’s neglect.
12. Monetary award by a court to a person who has been harmed in an especially malicious and willful way.
13. Latin phrase meaning “the thing speaks for itself.”
14. Latin phrase meaning “the thing has been decided.”
15. A civil wrong.

Answer the questions.

1. a. Duty: Once a physician–patient relationship has been established, the physician has a duty to assist the patient with his or her medical care. Example: Physician refused to give care to established patient without giving a reason or an appropriate alternative for care in writing.
   b. Dereliction of duty: Neglect. The physician’s performance did not comply with the acceptable standard of care. Example: Once a diagnosis of pneumonia was made, the physician did not prescribe antibiotics.
   c. Direct cause: There are no intervening forces between a patient’s injury and the physician’s action. This must be proven. Example: If a patient claims treatment given by physician in the morning caused back and neck damage later in the day, patient could not establish direct cause if he or she was involved in a traffic accident on the way home from the doctor’s office.
   d. Damages: Injuries caused by the defendant. Example: The patient must prove there was an injury of some kind to the plaintiff. The patient cannot prove damages if the physician is running late in the office.

2. Answers will vary. Use this question for class discussion.

3. *Res ipsa loquitur* means “the thing speaks for itself,” or the matter is so obvious that no further explanation is needed. *Res judicata* means “the thing has been decided,” or that the case has been decided by the court and may not be the subject of another lawsuit.

4. No. If it were a legitimate defense, everyone would use it. Medical professionals must know the law and abide by it.
Worksheet 2

Define the terms.
1. Using methods other than going to court to solve civil disputes.
2. Submitting a dispute for resolution to a person other than a judge.
3. A person chosen to decide a disagreement between two parties.
4. Legal responsibility for one’s own actions.
5. Using the opinion of a third party to resolve a civil dispute in a nonbinding decision.
6. Additional component to an insurance policy.
7. The act of determining the outcome of a case outside a courtroom; not an indication of legal wrongdoing.

Answer the questions.
1. The “clock” does not start to “run” counting down the period of the statute of limitations until the injury is discovered. It also does “not run” if fraud is involved.
2. Because there is a breach of a promise or a contract violation if the patient is not cured. This does not involve negligence in the care of the patient or injury to the patient.
3. Good: (a) Some believe that fear of law suit will keep poorly prepared physicians from practicing or will motivate them to seek more training. (b) Those who are injured deserve compensation for their loss.
   Bad: (a) Many physicians cannot afford the high cost of liability and malpractice insurance and are not selecting careers, such as OB/GYN, because of that. Consumers need these services. (b) Many physicians are ordering more expensive tests for patients than they need in an effort to “cover themselves” legally. This is adding to the high cost of healthcare.

Test 1

Multiple Choice
Write the letter of the correct answer in the blank.
1. c 3. b 5. b
2. b 4. d

Test 2

Multiple Choice
Write the letter of the correct answer in the blank.
1. a 3. a 5. a
2. b 4. b

True or False?
1. T 3. F 5. T
2. T 4. T
Chapter 7

Worksheet 1

Define the terms.
1. A postmortem examination of organs and tissues to determine the cause of death.
2. A public health officer who holds an investigation (inquest) if a person’s death is from an unknown or violent cause.
3. Statistics, figures, or information.
4. An investigation held by a public official such as a coroner to determine the cause of death.
5. After death.
6. Responsibilities the physician owes to the public.
7. Major events or facts from a person’s life, such as live births, deaths, and induced termination of pregnancy, and marriages.

Answer the questions.
1. Births; stillbirths; deaths; communicable illnesses or diseases; drug abuse; certain injuries such as rape, gunshot, knife wounds, and animal bites; abuse of children, spouses, and elders; and terminations of pregnancy.
2. Department of Health and Human Services, Centers for Disease Control and Prevention, National Health Center for Health Statistics, Public Health Service.
3. (1) Request information from the state registrar for specific requirements on completing certificates. (2) Type or print in ink. (3) Complete all blanks. (4) Verify spellings. (5) Do not use rubber stamps. (6) File originals with appropriate registrar. (7) Avoid abbreviations. (8) Do not alter certificate or erase. (9) Keep a copy in patient’s file.

Worksheet 2

Define the terms.
1. Physical abuse, neglect, exploitation, and abandonment of adults 60 years and older.
2. Disease that can be easily transmitted from one person to another and that is a general threat to the public.
3. Sexually transmitted disease.

Answer the questions.
1. Diphtheria, tetanus toxoid, pertussis vaccine (DPT), measles, mumps, rubella (MMR), polio live, polio inactive, hepatitis B vaccine, tuberculosis.
2. It is a legitimate medical diagnosis, and a physician cannot return a child into a situation if there is suspicion of abuse or neglect.
3. The amendment to the Older Americans Act of 1987.
4. Reporting of all child abuse cases as defined by the state.
Worksheet 3

Define the terms.
1. Acquired physical or psychological dependence on a drug.
2. Bureau of Narcotics and Dangerous Drugs—agency of the federal government responsible for enforcing laws covering statutes of addictive drugs.
3. Drug Enforcement Administration—division of the Department of Justice that enforces the Controlled Substances Act of 1970.
4. Food and Drug Administration—agency within the Department of Health and Human Services that ultimately enforces drug sales and other distribution.
5. Federal statute regulating the manufacture and distribution of drugs that are capable of causing dependency.
6. Development of an emotional dependence on a drug due to repeated use.

Answer the questions.
1. Physicians, nurses, and EMTs only may administer drugs.
2. No. A state government may be more restrictive but not less restrictive regarding the handling of controlled substances and their records.
3. Date of distribution, patient name, and signature of person administering the drug.
4. It must be flushed down a toilet, if instructed to do so by the manufacturer, with two people witnessing. This must be recorded in the narcotics log signed by both witnesses.
5. Alert the physician to license renewal dates. Maintain accurate inventory records. Keep all controlled substances in a secure and locked cabinet. Keep prescription blanks and pads in a secure and locked cabinet.

Worksheet 4

Define the terms.
1. A grading or ranking system for controlled substances (from Schedule I to Schedule V).
2. Germicides, cleaning solvents, and pharmaceuticals that can create a hazardous situation.
3. Trash, including paper goods, bottles, cardboard, and cans.
4. Any waste that contains or is contaminated with liquid or solid radioactive material.
5. Any waste that has the potential to carry disease.

Answer the questions.
1. The environment, the employer, the employee, the patient, and other citizens are protected.
2. It is separated at the point of origin (such as a medical office, clinic, hospital).
Test 1

Multiple Choice
Write the letter of the correct answer in the blank.

1. a 3. a 5. b
2. c 4. b

Test 2

True or False?

1. F 3. T 5. T
2. T 4. T

Test 3

True or False?

1. T 3. F 5. F
2. T 4. T

Test 4

True or False?

1. F 2. F 3. T
Chapter 8

Worksheet 1

Define the terms.
1. Overrule.
3. Employment takes place at the will of either the employer or the employee.
4. Person who employs the services of another and provides payment for those services.
5. If an employer withholds employment taxes from a person’s income, then that person is considered an employee.
6. Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment based on race, color, religion, gender, or national origin.

Answer the questions.
1. Religious discrimination is allowed in certain religious institutions.
2. EEOC monitors Title VII, and the Justice Department enforces the statute.
3. Many courts have ruled employee handbooks constitute an employee contract.
4. It authorizes the EEOC to sue employers in federal court on behalf of a class of people or an individual whose Title VII rights have been violated.
5. Employers must treat pregnant women as they would any other employee, providing they can still do the job.

Worksheet 2

Define the terms.
1. Medication route other than the alimentary canal (oral and rectal), including subcutaneous, intravenous, and intramuscular routes.
2. Disease-producing microorganisms transmitted by means of blood and body fluids containing blood.

Answer the questions.
3. Any employee who has occupational exposure (defined as reasonable anticipation that the employee’s duties will result in skin, mucous membrane, eye, or parenteral contact with bloodborne pathogens or other potential infectious material).
4. Each employee with occupational exposure must be offered the hepatitis B vaccination at the expense of the employer.
5. Hospitals can negotiate an agreement with their employees to establish a work period of 14 days.
Worksheet 3

Define the terms.
1. Person or institution to whom a debt is owed.
3. Point in time, such as after 10 years of employment, when an employee’s rights to receive benefits from a retirement plan cannot be withdrawn.
4. Family and Medical Leave Act.
5. Unfair or unequal treatment.
6. Agency that is contracted to collect debt.
7. Legal method for providing some protection to debtors and establishing a fair method for distribution of the debtor’s assets to creditors.
8. One who is in debt or owes money to another person or institution.

Answer the questions.
1. To get the employee back to work as soon as possible.
2. The employee may sue and recover damages for injuries caused by non-employees.
4. Responses will vary. Use this question for classroom discussion.

Worksheet 4

Define the terms.
1. How long a medical practice has to file suit to collect on a past-due account.
2. Unfair or unequal treatment.
3. Court order to immediately stop an activity and not attempt any further violation.

Test 1

True or False?
1. T
2. T
3. T
4. T
5. F

Test 2

True or False?
1. F
2. T
3. T
4. F
5. T

Test 3

True or False?
1. F
2. F
3. F
4. T
5. T
Chapter 9

Worksheet 1

Define the terms.
1. Joint Commission on Accreditation of Healthcare Organizations.
2. Fully computerized medical record.

1. List the seven features that each medical record must include.
   a. Admitting diagnosis
   b. Physical exam and history
   c. Complications
   d. Consents
   e. Consultations
   f. Clinical notes and reports
   g. Discharge summary

2. List the six purposes of the medical record.
   a. Medical record of patient from birth to death
   b. Continuous management of a patient’s healthcare
   c. Data and statistics
   d. Track ongoing patterns of patient’s health
   e. Documentation of patient condition and treatment
   f. Legal document

True or False?
1. T
2. T
3. T
4. F
5. T

Worksheet 2

Define the terms.
1. Even for a brief period of time the medical record is incomplete.
2. Scrambling and encoding information before sending it electronically.
3. Software to prevent unauthorized users.

Fill in the Blanks
1. a. double-check that you have the correct patient’s record
   b. legible writing of all conversations documented
   c. patient’s name on every page
Worksheet and Test Answer Keys

d. all entries signed and dated
e. brief and complete
f. correct spelling and accepted abbreviations
g. no erasing
h. all phone calls and correspondence noted chart
i. all actions taken as result of telephone
j. all missed appointments documented
k. no derogatory or defensive language

2. a. Shred.
b. Do not fax unless you know the intended receiver is aware of your action.
c. Fax cover sheet marked “Confidential.”
d. Use fax for patient information only when absolutely necessary.
e. Fax only necessary documents.
f. Do not email confidential material.
g. Guard the computer screen from being viewed by unauthorized viewers.
h. Do not leave confidential material unattended on a fax machine.

Worksheet 3

Define the terms.
1. Made known.
2. Provides private citizens some control over information that the federal government collects about them.
4. Protects patients who are receiving treatment for drug and alcohol abuse.
5. American Health Information Management Association.

Worksheet 4

Define the terms.
1. No healthcare worker should know any more personal information about a patient than is necessary to meet their needs.
2. When something is ordered by the court.
3. A written order requiring a person to appear in court, give testimony, and bring particular records, files, books, or information.
Test 1

Multiple Choice
Write the letter of the correct answer in the blank.

1. c  
2. c  
3. a  
4. b  
5. c  
6. b

Test 2

Multiple Choice
Write the letter of the correct answer in the blank.

1. b  
2. b  
3. c  
4. a

Test 3

Multiple Choice
Write the letter of the correct answer in the blank.

1. b  
2. c  
3. a  
4. b  
5. b  
6. c  
7. b  
8. c  
9. c  
10. c

Test 4

Multiple Choice
Write the letter of the correct answer in the blank.

1. a  
2. b  
3. c  
4. c  
5. a  
6. c  
7. c  
8. b
Chapter 10

Worksheet

Define the terms.

1. A private or public healthcare entity that facilitates the processing of nonstandard electronic transactions into HIPAA transactions (e.g., a billing service).

2. Healthcare organizations covered under HIPAA regulations such as public health authorities, healthcare clearinghouses, self-insured employers, life insurers, information systems vendors, and universities.

3. A number assigned to an employer for purposes of identification.

4. A standard number based on an employer’s tax ID number or EIN that is used in all electronic transmissions.

5. An individual or group plan that provides or pays for medical care.

6. A national data bank that collects and reports disclosures of actions taken against healthcare practitioners, providers, and vendors for noncompliance and fraudulent activities.

7. Regulates the privacy of patient’s health information.

8. Permission to use information based on the reason for knowing, or use of, the information.

9. The application of communication and information to medical practice, research, and education.

10. The provider must make a reasonable effort to limit the disclosure of patient information to only the minimum amount that is necessary to accomplish the purpose of the request.

11. A written statement that details the provider’s privacy practices.

12. The federal office that investigates violations of HIPAA.

13. A requirement that all covered entities under HIPAA must be in compliance with the privacy, security, and electronic data provisions by April 14, 2003.

14. Any individually identifiable information that relates to the physical or mental condition or the provision of health care to an individual.

15. Penalties or fines.

16. Occurs when the state privacy laws are stricter than the privacy standards established by HIPAA.

17. The use of communications and information technologies to provide healthcare services to people at a distance.

18. Functions that a healthcare provider can perform.

19. A wireless system that is used by physicians and nurses to access patient information.

Answer the question.

1. In today’s world it is becoming increasingly uncommon for a patient to see only one physician. Many patients are referred to other healthcare professionals, including physicians, by their primary care physician (PCP). This has happened mainly with the advent of the DRG system to minimize costs. This system required that Medicare patients have a PCP who would then act as a “gatekeeper.” (See Chapter 4 in Fremgen’s Medical Law and Ethics).

2. HIPAA was originally meant to control the electronic transfer of patient information. Electronic means are necessary for billing purpose including charges to patients’ insurance companies. It would be extremely difficult for any physician to practice without the use of any electronic equipment. Currently, HIPAA has been used by healthcare professionals and institutions to limit the access to any patient information without the patient’s written authority.
3. In many cases, a nursing home assumes full responsibility for the care of its residents. When this happens, then the nursing home may have to deny a person or entity access to medical and personal information if it believes that the resident may be injured as a result of divulging this information.

4. a. When it is psychotherapy notes.
   b. Results of certain laboratory tests that are only divulged to the physician who ordered the tests.
   c. If they are prison inmates.
   d. For certain research projects in which limited access has been granted in advance.
   e. If the PHI is part of a government record.
   f. If the PHI was obtained under the promise of confidentiality.

Test

Multiple Choice
Write the letter of the correct answer in the blank.

1. d
2. b
3. c
4. d
5. d

Matching
In the blank, write the letter of the term that correctly matches the definition.

1. c
2. d
3. b
4. a
5. c

True of False?

1. F
2. T
3. T
4. F
5. T
Chapter 11

Worksheet 1

Define the terms.
2. American Association of Medical Assistants.
3. Declare without proof.
4. To find fault with.
5. The act of forcing out.

Answer the questions.
1. Healthcare professionals must take their moral and value systems and the codes of their profession and apply them in daily work.
2. It is a critical thinking approach that examines important considerations such as fairness, the impact of the decisions on society, and the future implications of decisions.
3. Yes, the principles, if not the exact language, are found in many of the professional codes of today.
4. The AMA is required to report the allegation to the state licensing board.
5. The theme is concern for the subject (patient) in medical experimentation.
6. Its function is to interpret the Principles of Medical Ethics for the AMA.
7. Both deal with decisions of right and wrong. They differ in that they deal with slightly different topics in the care of the patient. Whereas the AMA is written for physicians who may make life-and-death decisions, the AAMA is written for medical assistants who deal with the daily care and management of patients.

Worksheet 2

Define the terms.
1. The administration of a lethal agent by another person to a patient for the purpose of relieving intolerable and incurable suffering.
2. The replacement of a defective or malfunctioning gene.
4. A form of research that will not directly benefit the research subject.
5. A form of research that might directly benefit the research subject.
6. Research in which neither the experimenter nor the patient knows who is getting the research treatment.

Answer the questions.
1. Fee splitting is the illegal and unethical practice of one physician accepting payment from another physician for the referral of a patient.
2. This group has no hope of benefiting from the experiment.
3. The physician is responsible.
4. Ideally, the preference should be stated before the individual is hired. The employee should go directly to the employer and explain how he or she feels and try to reach an agreement respecting the wishes and needs of both parties.
5. Answers will vary. Use this question for class discussion.
Test 1

Multiple Choice
Write the letter of the correct answer in the blank.

1. c   4. c   7. b
2. a   5. b   8. a
3. c   6. b   9. a

Test 2

Multiple Choice
Write the letter of the correct answer in the blank.

1. b   4. b   7. a
2. c   5. a   8. b
3. b   6. a   9. a
Chapter 12

Worksheet 1

Define the terms.

1. The injection of seminal fluid that contains male sperm into the female’s vagina from her husband, partner, or donor by some means other than sexual intercourse.
2. A procedure in which a donor’s sperm is used.
3. A procedure in which sperm from the woman’s husband or partner is used.
4. Birth control.
5. The name given to an unborn child between the second and twelfth weeks after conception.
6. Sterilization of certain categories of persons, such as the cognitively challenged, in order to prevent them from passing on defective genes to their children.
7. The science that studies methods for controlling certain characteristics in offspring.
8. Unborn child from the third month after conception until birth.
9. Time before birth during which the fetus is developing.
10. The process of combining ovum and sperm outside of a woman’s body.
11. The process of medically altering reproductive organs so as to terminate the ability to produce offspring.
12. A woman who agrees to bear a child for another couple.
13. Sterilization undertaken to save the mother’s life or protect her health.

Answer the questions.

1. Each student will express his or her own opinion. May be used for class discussion and debate
2. A surrogate parenting contract was drawn up between Ms. Mary Beth Whitehead and Mr. and Mrs. Stern. Ms. Whitehead was artificially inseminated with Mr. Stern’s sperm, and a baby girl was born. Ms. Whitehead took the child and went into hiding. She was discovered, and the New Jersey courts eventually granted parental rights to her, but granted custody to the Sterns, citing the best interests of the child. (Each student should describe the case and state his or her own personal comment.)
3. Entering the uterus and removing embryos, leaving only two or three. The removed embryos are then destroyed. (Students’ positions will vary.)

Worksheet 2

Define the terms.

1. Able to survive outside the uterus.
2. Termination of a pregnancy that occurs naturally before the fetus is viable.
3. An abortion caused by artificial, means, including medications and surgical procedures.
4. The science describing the biological influence that parents have on their offspring.
5. Investigation and counsel by interview and conferencing to determine prospective parents’ potential for passing on genetic traits to offspring.
6. Surgical procedure to withdraw amniotic fluid from the pregnant uterus for testing; most common means of genetic testing during pregnancy.
Answer the questions.

1. Abortions can be performed during the first two trimesters of pregnancy. During the third trimester, they can be performed only to save the life of the mother or to protect maternal health.

2. (a) Nineteenth century common law—Abortion performed prior to six weeks gestation not illegal. (b) 1859—AMA adopts anti-abortion position. (c) States begin passing statutes against abortion unless performed to save a mother’s life. (d) 1960s–1970s—Various states amend laws to allow abortion under certain circumstances. (e) *Roe v. Wade* legalizes abortion in first and second trimester, and in third trimester only to save the life of the mother.

3. The ruling states that a husband cannot prevent the mother from having an abortion. Students’ opinions about the ruling will vary. (This question could be used for class discussion.)

**Test 1**

**Multiple Choice**

Write the letter of the correct answer in the blank.

1. b  
2. b  
3. a  
4. c  
5. c

**True or False?**

1. T  
2. F  
3. T  
4. T  
5. T

**Test 2**

**Multiple Choice**

Write the letter of the correct answer in the blank.

1. c  
2. c  
3. b  
4. b

**True or False?**

1. T  
2. T  
3. F  
4. F  
5. F
Chapter 13

Worksheet 1

Define the terms.
1. Died.
2. Vegetative condition.
3. Electroencephalogram—test that measures activity of the brain.
4. Stiffness that occurs in a dead body.

Answer the questions.
1. It represented the first time a family had requested a court to approve the removal of a respirator from a permanently comatose patient and won the case.
2. This is a condition of coma in which the patient will remain permanently.
3. Answers will vary. You may use this question for class discussion. Be aware that this may be a sensitive issue for some students.

Worksheet 2

Define the terms.
1. Low body temperature.
2. Referring to the heart and lung function.
3. Irreversible coma.
5. To discontinue after initiated.

Answer the questions.
1. If the surgeon waits until all cardiac function has ceased, many of the potential donor’s organs are useless as transplants.
2. Death occurs when there is an irreversible cessation of all brain function. It is based on the premise that the brain is responsible for all bodily functions and once the brain stops functioning, all other bodily functions will stop.
3. The criteria includes consideration of whether the patient (a) is unreceptive and unresponsive with a total unawareness of externally applied, and even painful, stimuli; (b) has no spontaneous movements or breathing, as well as an absence of response to stimuli such as pain, touch, sound, or light; and (c) has no reflexes with fixed dilated pupils, lack of eye movement, and lack of deep tendon reflexes.

Worksheet 3

Define the terms
1. The intentional killing of a terminally ill patient—illegal in all states.
2. Allowing a patient to die naturally; includes withholding fluids and nutrition.
4. Statement favored by the Catholic Church over the term “passive euthanasia.”
5. Treatment or procedure that is morally required, such as fluids and comfort measures.
6. Treatment and procedure that is morally expendable, not serving any useful purpose such as intravenous fluids.

Answer the questions.

1. a. Respect for patient self-determination
   b. Means for harvesting viable organs for transplant
   c. Relief for family
   d. Means to end suffering

2. a. We can’t know for sure that a person is terminal
   b. May find a cure
   c. May be misused by a family who does not want to spend any more money
   d. May be used indiscriminately
   e. It is just not a good practice for society
   f. There is value and dignity in every human life
   g. Euthanasia will erode the very basis of the medical profession
   h. The sick and dying may have a fear of involuntary euthanasia
   i. Only God has dominion over life and death

3. Unique and personal for each student.

Worksheet 4

Define the terms.

1. A written statement in which a person states the type and amount of care he or she wishes to receive during a terminal illness and as death approaches.
2. Popular name for an advance directive.
3. Cardiopulmonary resuscitation.
4. Do not resuscitate.
5. Another person who makes healthcare decisions for an incompetent person.
6. Voluntary euthanasia.
7. A legal document that empowers another person to make healthcare decisions for an incompetent patient.

Test 1

Multiple Choice

Write the letter of the correct answer in the blank.

1. a 3. a 5. c
2. b 4. b

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True or False?

1. T  3. T  5. T
2. T  4. F

Test 2

Multiple Choice
Write the letter of the correct answer in the blank.

1. b  3. c  5. a
2. a  4. b

True or False?

1. T  3. T  5. T
2. T  4. T

Test 3

Multiple Choice
Write the letter of the correct answer in the blank.

1. a  3. a  5. a
2. b  4. a

True or False?

1. T  3. F  5. T
2. T  4. T

Test 4

Multiple Choice
Write the letter of the correct answer in the blank.

1. c  2. b  3. c

True or False?

1. T  3. T  5. F
2. T  4. T