

# COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

<b>1. General Information.</b>					
a.	Submitted by the College of: <u>Public Health</u>	Today's Date:	<u>5/14/10</u>		
b.	Department/Division: <u>Health Services Management</u>				
c.	Is there a change in "ownership" of the course?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES, what college/department will offer the course instead? _____				
d.	What type of change is being proposed?		<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <sup>1</sup> (place cursor here for minor change definition)		
e.	Contact Person Name: <u>Julia Costich</u>	Email: <u>julia.costich@uky.edu</u>	Phone:	<u>7-6712</u>	
f.	Requested Effective Date:	<input type="checkbox"/> Semester Following Approval	OR	<input checked="" type="checkbox"/> Specific Term <sup>2</sup> :	<u>Fall 2010</u>
<b>2. Designation and Description of Proposed Course.</b>					
a.	Current Prefix and Number: <u>HA 603</u>	Proposed Prefix & Number:	<u>HA 603</u>		
b.	Full Title: <u>Legal Aspects of Health Administration</u>	Proposed Title:	<u>Legal Aspects of Healthcare Management</u>		
c.	Current Transcript Title (if full title is more than 40 characters): _____				
c.	Proposed Transcript Title (if full title is more than 40 characters): _____				
d.	Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently <sup>3</sup> Cross-listed with (Prefix & Number): _____	
	Proposed – <input type="checkbox"/> ADD <sup>3</sup> Cross-listing (Prefix & Number): _____				
	Proposed – <input type="checkbox"/> REMOVE <sup>3,4</sup> Cross-listing (Prefix & Number): _____				
e.	<b>Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours<sup>5</sup> for each meeting pattern type.</b>				
Current:	<u>30</u> Lecture	_____ Laboratory <sup>5</sup>	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	<u>45</u> Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
f.	Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail	
	Proposed Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail	
g.	Current number of credit hours: <u>2</u>	Proposed number of credit hours: <u>3</u>			

<sup>1</sup> See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

<sup>2</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>3</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.

<sup>4</sup> Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

<sup>5</sup> Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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<b>h. Currently, is this course repeatable for additional credit?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>If YES: Maximum number of credit hours:</i>	_____	
<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>i. Current Course Description for Bulletin:</b>	<u>This course will familiarize students with the application of law to the management of issues in health care organizations. Skills including terminology, legal reasoning, the tools of law, and topics specific to the health care setting are addressed.</u>	
<i>Proposed Course Description for Bulletin:</i>	<u>Same</u>	
<b>j. Current Prerequisites, if any:</b>	<u>MHA program status or permission of instructor</u>	
<i>Proposed Prerequisites, if any:</i>	<u>Same</u>	
<b>k. Current Distance Learning (DL) Status:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input type="checkbox"/> Please Add <sup>6</sup> <input type="checkbox"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/> ) that the proposed changes do not affect DL delivery.		
<b>l. Current Supplementary Teaching Component, if any:</b>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<b>3. Currently, is this course taught off campus?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>4. Are significant changes in content/teaching objectives of the course being proposed?</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If YES, explain and offer brief rationale:		
<u>Risk management and compliance with regulatory requirements have become critically important to health care management. The addition of one credit hour is intended to allow time to cover these areas.</u>		
<b>5. Course Relationship to Program(s).</b>		
<b>a. Are there other depts and/or pgms that could be affected by the proposed change?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____		
<b>b. Will modifying this course result in a new requirement<sup>7</sup> for ANY program?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES <sup>7</sup> , list the program(s) here: _____		
<b>6. Information to be Placed on Syllabus.</b>		
<b>a.</b>	<input type="checkbox"/> Check box if changed to 400G or 500.	If <u>changed to 400G-</u> or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

<sup>6</sup> You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

<sup>7</sup> In order to change a program, a program change form must also be submitted.

# COURSE CHANGE FORM

## Signature Routing Log

### General Information:

Course Prefix and Number: HA 603

Proposal Contact Person Name: Julia F. Costich Phone: 82026 Email: julia.costich@uky.edu

### INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

### Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
HSM Faculty	5/14/10	J. Costich / 82026 / julia.costich@uky.edu	
Academic Affairs Cmte	7/6/10	J. Holsinger / 82058 / jwh@uky.edu	
Faculty Council		/ /	
Assoc. Dean for Acad. Aff.		/ /	
		/ /	

### External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision <sup>8</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

<sup>8</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

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Academic Affairs Cmte	7/6/10	J. Holsinger / 82058 / jwh@uky.edu	<i>J. Holsinger</i>
Faculty Council	7/12/10	D. Mannino /	<i>D. Mannino</i>
Assoc. Dean for Acad. Aff.	7/13/10	W. Pfeifle /	<i>W. Pfeifle</i>
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>8</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council	7.30.10	<i>Heidi Andersen</i>	
Senate Council Approval		University Senate Approval	

Comments:

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**UNIVERSITY OF KENTUCKY  
COLLEGE OF PUBLIC HEALTH**

**Draft, Subject to change**

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**Course Syllabus**

**HA 603-401 Legal Aspects of Health Administration  
Fall 2010**

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**Funkhouser Biological Sciences Bldg. Rm. B13-FB; Mondays; 6:00-8:30 PM**

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**Contact information**

Instructor: Joseph L. Fink III, B.S. Pharm, J.D.  
Professor of Health Administration  
A262 Advanced Science and Technology  
Commercialization Center [ASTeCC] Building

Telephone: 859-218-6515

E-mail: jfink@uky.edu

Office hours: By appointment

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**Course description**

The course will familiarize students with application of law to management issues in health care organizations. Skills including terminology, legal reasoning, and the tools of law, as well as topics specific to the health care setting are addressed.

**Course prerequisites**

MHA program admission or permission of instructor.

**Course objectives**

Upon completion of this course, the learner will:

1. Discern when significant legal issues exist in a situation and when consultation with legal counsel is appropriate
2. Have a basic familiarity and facility with legal terminology to be in a position to consult well with legal counsel

3. Understand the legal system in a way that facilitates being a leader in society and being able to understand and critically assess news reports related to legal issues in health care; and
4. Identify legal issues specific to health care risk management and compliance.

### **MHA Competencies**

[pending]

### **Textbooks**

Showalter, J.S., The Law of Healthcare Administration (5<sup>th</sup> Ed.) Chicago, IL: Health Administration Press (2007)

### **Course requirements and learner evaluation**

Course grades will be based upon evaluation of the following activities:

A mid-semester examination and a final examination at the end of the semester. Each will contribute equally to the course grade.

An assigned paper and presentation, each of which will also contribute equally to the course grade.

Midterm: 35%  
Final: 35%  
Paper: 15%  
Presentation: 15%

For conversion from numerical grades to letter grades this scale will be used at the conclusion of the course:

100-90=A  
89-80=B  
79-70=C  
0-69=E

### **Instructor expectations**

1. I expect you to attend every class session. The components are highly interrelated; missing a class will detract from the learning potential of subsequent sessions.
2. I expect you to be in the classroom and prepared to begin work at the scheduled starting time for each session.

3. I expect you to actively participate in the discussions. This is not the type of class where you can “sit back and listen.”
4. I expect you to submit papers using proper English grammar, syntax, and spelling. You are encouraged to use spell check and grammar check prior to submitting your written work. The Writing Laboratory is available to anyone who may need assistance. Grammar, syntax, and spelling will account for 10% of the grade for written work.
5. I expect (and encourage) you to provide honest and timely feedback regarding the content and process of this course throughout the semester.
6. I expect you during the semester to interactively engage via Blackboard with the other students and the instructor.
7. I expect you to share in the responsibility for making this course an enjoyable and beneficial learning experience.
8. Wikipedia *cannot* be used as a cited reference as noted by a co-founder of Wikipedia! You may use Wikipedia to identify appropriate source material. Remember Wikipedia is *not* peer reviewed!
9. I require that each learner will utilize the *APA Publication Manual* as a guide for writing papers for this course and the grading rubric will be based on its precepts.

### **Academic honesty**

Academic honesty is highly valued at the University. You must always submit work that represents your original words or ideas. If any words or ideas used in a class assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable sources. Please see the University’s policies concerning the consequences for plagiarism.

### **Accommodations**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, submit to me a Letter of Accommodation from the Disability Resource Center ([www.uky.edu/TLC/grants/uk\\_ed/services/drc.html](http://www.uky.edu/TLC/grants/uk_ed/services/drc.html)). If you have not already done so, please register with the Disability Resource Center for coordination of campus disability services available to students with disabilities.

### **Inclement weather**

The University of Kentucky has a detailed policy for decisions to close in inclement weather. The snow policy is described in detail at <http://www.uky.edu/MicroLabs/documents/p-weather.pdf> or you can call (859) 257-5684.

## **Course schedule and topics**

- Week 1: Introduction to the Course & the Law Handouts
- Week 2: Introduction to the Law Handouts
- Week 3: Introduction to Legal Systems  
Showalter, Chapter 1, pp. 1-18
- Week 4: Introduction to Legal Systems  
Showalter, Chapter 1, pp 1-18
- Week 5: Safeguards of Individuals' Rights  
Handouts
- Week 6: Constitutional Rights  
Handouts
- Week 7: Contracts  
Showalter, Chapter 2, pp. 23-34
- Week 8: Mid-semester Examination (tentative)
- Week 9: Forms of Business Organization/Antitrust Law  
Showalter, Chapter 4, pp. 89-115 and Chapter 7, pp. 319-346
- Week 10: Torts  
Showalter, Chapter 2, pp. 35-43 and Chapter3, pp. 47-77
- Week 11: Compliance (visiting speaker)
- Week 12: Risk Management (visiting speaker)
- Week 13: Student presentations
- Week 14: Student presentations
- Week 15: Final Examination



## **MEMO**

**DATE: July 6, 2010**

TO: Associate Dean for Academic Affairs

FROM: Chair, Academic Affairs Committee

SUBJECT: Course Approval

HA 603 was unanimously approved for a course title change from Legal Aspects of Health Administration to Legal Aspects of Health Care management and to be increased from two semester hours to three semester hours.