

PONTIS COMMUNITY SERVICES



PCS eLearn

Health Law - Legal Assistant Course

In this course you will learn how healthcare legal work differs from general practice, including privacy and security rules, informed consent documentation, medical records handling, regulatory compliance support, and the legal issues that commonly arise in patient care, billing, insurance coverage, provider credentialing, and facility operations. The course includes real-world examples, templates, and role-based practice scenarios to help you apply concepts the way they appear in an actual office setting.

By the end of the course, you'll be able to organize health law case files, support legal and compliance workflows, prepare draft documents using provided templates, and communicate professionally in environments where privacy and regulation matter every day.

COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

HLA 101 – Healthcare Law Foundations - Week 1

HLA 105 – Medical Terminology for Legal Staff - Week 2

HLA 110 – HIPAA Privacy, Security & Breach Response - Week 3

HLA 115 – Legal Research & Writing for Healthcare Matters - Week 4 & Week 5

HLA 120 – Healthcare Compliance Program Operations - Week 6

HLA 125 – Fraud, Waste & Abuse (FWA): Stark/AKS/False Claims - Week 7

HLA 130 – Medicare/Medicaid Basics for Legal Assistants - Week 8 & Week 9

HLA 135 – Licensing, Credentialing & Professional Discipline - Week 10

HLA 140 – Medical Records, Subpoenas & Discovery - Week 11

HLA 145 – Medical Malpractice & Negligence Support - Week 12

HLA 150 – Personal Injury & Liens in Healthcare Cases - Week 13

HLA 155 – Ethics, Professionalism & Client Communication - Week 14

EACH WEEK WILL CONSIST OF ONE (3 HOUR) LIVE VIDEO LECTURE