



Health Law Certificate

The Health Law Certificate combines coursework, experiential learning, and networking opportunities that provide you with knowledge, skills, and insight critical to the successful practice of health law.

Coursework

Establish a strong foundation

in health law through 11 credits of core courses and at least 6 credits of elective courses. Elective courses are offered in a variety of areas, including health policy, corporate and transactional health law, health care compliance and regulation, and litigation. Courses are often taught by industry professionals, who bring their experience and practical knowledge to the classroom.

Experiential Learning

Learn outside the classroom

and gain practical experience through the Medical-Legal Partnership, Health Law Externship, pro bono work in a health law setting, or one of three health law moot court competitions. The Experiential Learning requirement is the cornerstone of the certificate program and provides connections and real-world experience in the practice of law.

Extra-Curricular Activities

Engage with the health law community

through at least six extra-curricular events or activities. Through these events, you will be introduced to health law issues and have an opportunity to network with health law professionals.

Learn more about the Health Law Certificate and access resources, including the Certificate Handbook, Certificate Planning Tool, and a Notice of Intent Form at hamline.edu/law/hli/health-law-certificate.

Health law revolves around an industry, not a casebook. So the Health Law Institute is passionate about preparing students for a career in health law, educating in and out of the classroom, engaging with the health law community, and providing valuable industry perspectives.





Hamline University School of Law

HEALTH LAW CERTIFICATE

Certificate Handbook

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CONTACT INFORMATION

Please feel free to contact the Health Law Institute with any questions you have. We do our best to make information available to you here and online but are always willing to answer questions or speak with you in more detail regarding the Certificate.

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Feel free to stop by our offices as well. We are located in the east end of the East Hall third floor (closest to the stairwell).

NOTICE OF INTENT PROCEDURE

Notice of Intent

Only current Hamline University School of Law students may earn the Health Law Certificate. Students should submit a Notice of Intent, which is included on page 13 of this document, to begin working with a Certificate Advisor, to receive weekly health law updates, and to earn the Health Law Certificate.

Submitting Your Notice of Intent

You are encouraged to submit your Notice of Intent early in your tenure so that you can meet with your Certificate Advisor to develop a completion plan and have sufficient time to complete the Certificate. It is recommended that weekday students submit their application by October of their second year and weekend students submit their application by March of their second year. This will help you to maximize your experience in the Health Law Institute so that you can plan for the required courses, experiential learning, and extra-curricular activities as needed.

Initial Advising Meeting

Once you have submitted your Notice of Intent for the Health Law Certificate program you will meet with a Certificate Advisor. A staff or faculty member of the Health Law Institute will contact you to schedule this meeting. Please print the Requirements Checklist document and bring it with you to the meeting.

CERTIFICATE REQUIREMENTS

To receive a Health Law Certificate you must complete the following seven requirements prior to graduation and all coursework must be completed while enrolled as a JD student:

Core Courses - 11 credits (8 for pre-Fall 2012 students)

These courses may be taken at any point during your tenure:

- Health Law: Quality of Care & Liability (3 credits)
- Health Law Organization & Finance (3 credits)
- Law and Bioethics (2 credits) - This may be substituted by *Seminar: Genetics* or an *Independent Study in Bioethics*. If either of these alternative options are used, they may not also count as elective course credits.
- Administrative Law (3 credits) Not required for students who began Law School before Fall 2012.

Elective Courses (6 credits)

A variety of health law courses are offered in the academic year, January Term, and Summer Term. Regular course offerings, Selected Topic courses, and Seminar courses may qualify as electives. When choosing electives, you should be cognizant of which area(s) you are most interested: health policy, transactional/corporate, compliance/regulation, or litigation. Please reference the Certificate Planning Tool or contact your Certificate Advisor for guidance.

GPA Requirement & Honors

You must achieve a minimum cumulative 3.0 GPA (calculated at the time of graduation) in the Core and Elective Courses. Please note that all health law coursework will be used to calculate your GPA, even if you take more than the required 17 credits (14 for pre-Fall 2012 students). Students who achieve a minimum cumulative 3.5 GPA in the Core and Elective Courses will be awarded with honors.

CERTIFICATE REQUIREMENTS (CONTINUED)

Experiential Learning

You must fulfill an experiential learning requirement which exposes you to the health care industry outside the classroom. This requirement may be satisfied by participating in the Health Law Clinic, the Health Law Externship, pro bono work in an approved health law setting, or an agreed upon internship experience. Most certificate students choose the Clinic and Externship because they offer the fullest practical experience. The Clinic and Externship credits may also count towards your Elective credit requirements. Descriptions of each experiential learning option follow:

a) *Medical-Legal Partnership: Health Law Clinic*

As a participant in the Health Law Clinic, you work alongside health care practitioners, conducting patient intake interviews and representing those patients on legal matters related to their health care conditions. This clinic is offered in the Spring. After Spring 2015, students who have taken the new course, Law and Community Health, will be given preference for participation in the clinic. Law and Community Health will cover the relationship between socioeconomic determinants of health, the provision of health care, and the law, will be given preference.

b) *Health Law Externship*

Through the Health Law Externship, students apply classroom learning to real world experiences under the direction of an attorney mentor. These externships require a classroom component and 114 hours of field work. Externship placements have included: the Mayo Clinic, Minnesota Department of Health, Ecolab, Medica, UCare, HealthPartners, Planned Parenthood of MN, ND, and SD, and the U.S. Attorney's Office. Many students find it rewarding to complete a second health law externship, or both a health law externship and a judicial externship.

c) *Pro Bono Work*

Students can meet this requirement by satisfactorily completing a minimum of 25 pro bono hours in an approved health law setting. (Please note that pro bono hours may also count toward the Hamline University School of Law Pro Bono Graduation Requirement.) Appropriate pro bono placements will involve work in one of the many diverse areas of health law, including *inter alia*, patient advocacy, public health law, health policy, and elder law. Upon completion of the pro bono work, the student must obtain a letter from his/her supervisor documenting the hours completed and describing the student's work, both substantively and qualitatively. All pro bono work should be coordinated through the Minnesota Justice Foundation.

d) *Internship*

The clinic, externship, and pro bono work provide the best opportunities to gain real-world experience in health law and build a network of professional contacts within the field. However, students have the opportunity to instead arrange an internship. An internship plan must be pre-approved by the Director of the Health Law Institute and documentation must be provided following the experience.

CERTIFICATE REQUIREMENTS (CONTINUED)

Extra-Curricular Activities

During your tenure at Hamline University School of Law, you must participate in at least six extra-curricular activities that introduce health law issues or provide networking opportunities with leaders in the health law community. These activities may include lectures, conferences, symposia, CLEs, or breakfast/lunch meetings. These events provide opportunities for networking and substantive engagement; as a result, students generally exceed the required six activities. You must record the activities you attend on your Requirements Checklist.

Any events sponsored by the Health Law Institute (career panels, CLE events), the Health Law Section, Elder Law Section, or by the Food & Drug Law Section of the Minnesota State Bar Association (MSBA) are qualifying events. Non-HLI and non-MSBA events may also qualify but must be approved by your Certificate Advisor. Information sessions and student group meetings will not count toward this requirement.

Biannual Progress Report

In order to remain in good standing, a Certificate student must maintain regular official contact with HLI. This requires completion and submission of the Biannual Progress Report Form each March and October. A form is included on page 8 of this document.

Exit Interview

Before your Certificate is awarded, you must complete an exit interview with your Certificate Advisor. You must bring your completed Requirements Checklist to the exit interview so we can verify that you have completed all of the required elements of the Certificate. It is your responsibility to schedule the exit interview; please contact your Certificate Advisor in your final semester of law school. If you are taking Certificate courses during your final semester, you should schedule the meeting after the final drop date for classes has passed.

We will not submit your paperwork to the Registrar until an exit interview has been completed. Upon receipt of your paperwork, the Registrar will verify your completion of the coursework and will determine whether you achieved a cumulative 3.0 GPA (minimum). If all requirements have been fulfilled, your Certificate will then be awarded. The Certificate will be noted on your transcript and you should expect to receive the physical certificate within 12 weeks of your exit interview or the posting of your final grades, whichever is later.

RECOMMENDED COURSES

Bar and Additional Courses

Being a good health lawyer requires having a well-rounded competence in the law. Therefore, it is highly recommended that you complete your bar courses and some additional courses, depending on your area of interest in health law (health policy, transactional/corporate, compliance/regulation, or litigation). Recommended courses are listed on the Certificate Planning Tool. These courses will not count as Elective Courses for the Certificate.

Moot Courts

Hamline Law participates in three health law focused Moot Court competitions. First, the National Health Law Moot Court Competition provides invaluable oral and written appellate advocacy experience and an opportunity to explore arguments in a current and intriguing health law issue. Each year, up to four Hamline Law students compete in the Litigation Program sponsored by the American College of Legal Medicine and Southern Illinois University School of Law. Applications to represent Hamline Law are due in the spring for this fall competition. Second, a three student team may compete in the National Health Law Transactional Competition sponsored by Beazley Institute for Health Law and Policy at the Loyola University Chicago School of Law. Third, a three student team may compete in the University of Maryland's Health Law Regulatory and Compliance Competition. To learn more visit: <http://law.hamline.edu/hli/experiential.html>.

Health Law Certificate Program

CERTIFICATE PLANNING TOOL

	Compliance/Regulation	Transactional/Corporate	Litigation	Health Policy
Core Courses <i>Required (9 credits)</i> (6 for pre-Fall 2012 students)	Quality of Care & Liability Organization & Finance Administrative Law*	Quality of Care & Liability Organization & Finance Administrative Law*	Quality of Care & Liability Organization & Finance Administrative Law*	Quality of Care & Liability Organization & Finance Administrative Law*
<i>Required (any 2 credits)</i>	Bioethics Human Genetics Independent Study in Bioethics	Bioethics Human Genetics Independent Study in Bioethics	Bioethics Human Genetics Independent Study in Bioethics	Bioethics Human Genetics Independent Study in Bioethics
Elective Courses <i>Required (any 6 credits)</i> <i>This is not an exhaustive list of Elective Course options.</i>	Compliance Institute Food and Drug Law Gov. & Ethics in HC Compliance HC Fraud and Abuse HIPAA Privacy Health Law Clinic Health Law Externship Selected Topics/Seminars**	Compliance Institute Elder Law Food and Drug Law HC Fraud and Abuse HC Mergers & Acquisitions HIPAA Privacy Health Law Clinic Health Law Externship Selected Topics/Seminars**	Food and Drug Law HC Fraud and Abuse Med. Malpractice: Theory & Prac. Mental Health Law Patients' Rights Health Law Clinic Health Law Externship Selected Topics/Seminars**	Assisted Reproductive Tech. Food and Drug Law Mental Health Law Patients' Rights Public Health Law Health Law Clinic Health Law Externship Selected Topics/Seminars**
Recommended Courses (Optional)	Compliance Skills: Aud, Inv, Rep Insurance Mediation Negotiation Nonprofit Organizations National Health Law Moot Court Transactional Moot Court Compliance Moot Court	Corporations Intellectual Property Nonprofit Organizations Tax II National Health Law Moot Court Transactional Moot Court Compliance Moot Court	Advanced Advocacy Evidence Mediation Negotiation Torts II National Health Law Moot Court	Constitutional Law II Legislation National Health Law Moot Court Transactional Moot Court
Experiential Learning <i>Required (any 1)</i>	Health Law Clinic Health Law Externship Health Law Internship Pro Bono Work	Health Law Clinic Health Law Externship Health Law Internship Pro Bono Work	Health Law Clinic Health Law Externship Health Law Internship Pro Bono Work	Health Law Clinic Health Law Externship Health Law Internship Pro Bono Work
Extra-Curricular Activities (Required)	Six activities	Six activities	Six activities	Six activities
Biannual Progress Report (Required)	March & October	March & October	March & October	March & October
Exit Interview (Required)	Exit interview in last semester	Exit interview in last semester	Exit interview in last semester	Exit interview in last semester

* Not required for students who began Law School before Fall 2012.

** See your Certificate Advisor for guidance on Selected Topic and Seminar courses. Most Selected Topic courses are offered in J-Term and Summer.

How JD students can earn both Certificates –Health Law & Health Care Compliance

	Health Law Certificate	Health Care Compliance Certificate
Quality & Liability (3 credits)	✓	✓
Organization & Finance (3 credits)	✓	✓
Health Care Compliance Institute (3 credits)	3 credits of electives	✓
Administrative Law (3 credits) <i>Not required for students who began Law School pre-Fall 2012</i>	✓	N/A
Governance & Ethics (2 credits)	N/A	✓
Compliance Skills (3 credits)	N/A	✓
Bioethics (2 credits)	✓	N/A
<i>Experiential Learning:</i> Health Law Externship (3 credits) or Health Law Clinic (3 credits)	✓	N/A
Six extracurricular activities and exit interview	✓	N/A

Most courses required by either Certificate are also required by, or can at least count toward requirements of, the other Certificate. While the chart shows the most efficient way to earn both Certificates, it is not the only way. All students are encouraged to work with their Advisor when planning their course schedule.

Students earning the Health Law Certificate who would also like to most efficiently earn the Health Care Compliance Certificate should choose a credit-bearing *Experiential Learning* option and the *Health Care Compliance Institute* to fulfill their 6 required elective credits. Then, the only additional courses they must take are *Governance and Ethics* and *Compliance Skills*. In other words, a student already earning a Health Law Certificate can earn the Health Care Compliance Certificate for only five (5) additional credits.

Students earning the Health Care Compliance Certificate who would also like to most efficiently earn the Health Law Certificate must complete a credit-bearing *Experiential Learning* option, *Bioethics*, *Administrative Law*, and *six extracurricular activities*.

Here are four final rules to keep in mind. First, *Quality and Liability* is not strictly required by the Compliance Certificate, but can be alternatively satisfied *HIPAA*. Second, *Governance & Ethics* counts as electives toward a Health Law Certificate. Third, *Administrative Law* is not required for students who began Law School before Fall 2012. Fourth, *Bioethics* can be alternatively satisfied by *Genetics* or *Independent Study*.

BIANNUAL PROGRESS REPORT

The student must complete and send this form to the HLI Program Manager every March and October.

Name _____ Date _____

What health law related work experiences have you had over the last six months (paid, unpaid, full-time, part-time, externships, clinics, pro-bono, etc.)?

What health law related activities have you participated in over the last six months (events, CLE's, courses, Moot Court competitions, writing competitions, conferences, webcasts, awards received)?

What upcoming health law plans and/or goals do you have?

Health Law Certificate Program

REQUIREMENTS CHECKLIST



Contact Information

_____ Last Name	_____ First Name	_____ Middle Name/Initial	_____ Hamline ID
_____ Email Address			_____ Preferred Phone
_____ Mailing Address		_____ City, State, Zip	

INITIAL PLANNING MEETING:

_____ Certificate Advisor (signature)	_____ Date
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Recommended Elective Courses:

Course Title	Credits	Semester & Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CORE COURSES - 11 CREDITS (8 FOR PRE-FALL 2012 STUDENTS)

The student must complete all of the following courses:

Health Law: Quality of Care and Liability (3 credits)

Health Law Organization and Finance (3 credits)

Administrative Law (3 credits) *Not required for students beginning Law School before Fall 2012*

Bioethics (2 credits)

-OR one of the following: (if these alternative options are used, they may not also count as elective credits)

Seminar: Genetics

Independent Study in Bioethics

ELECTIVE COURSES (6 CREDITS MINIMUM) *THE STUDENT MUST COMPLETE AT LEAST 6 CREDITS OF HEALTH LAW ELECTIVES.*

Please list in chronological order all health law elective courses taken. All health law coursework is calculated for the GPA.

Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year
Course Title	Credits	Semester & Year

EXPERIENTIAL LEARNING

The student must participate in one of the following and describe their experience below:

- Health Law Clinic* →
- Health Law Externship* →
- Pro Bono Work
- Internship

Registrar's Office:
 If either option is checked, please verify the student earned a passing grade.

 Initial if yes: _____

**Credits earned may count towards Elective Course requirements above.*

Health Law Clinic Description:

Health Law Externship Description:

Pro Bono Work

Site/Organization: _____

Supervisor Name: _____ Supervisor Phone: _____

Supervisor Email: _____

___ The letter from my Pro Bono Supervisor is attached to this document.

Internship

___ The Internship Plan which has been signed and dated by the HLI Director and the documentation following the internship is attached to this document.

EXTRA-CURRICULAR ACTIVITIES

The student must attend a minimum of six qualifying extra-curricular activities or events:

Activity/Event: _____ Date _____

Activity/Event: _____ Date _____

Activity/Event: _____ Date _____

Activity/Event: _____ Date _____

Activity/Event: _____ Date _____

Activity/Event: _____ Date _____

EXIT INTERVIEW:

Certificate Advisor (signature)

Date

Name to be printed on certificate: _____

Post-Graduation Email Address: _____

Post-Graduation Mailing Address: _____

Post-Graduation Plans (e.g. associate at ABC Law Firm, clerk for Judge Health in DC, pursuing MPH at XYZ University)

Any comments or suggestions for the Health Law Certificate Program or Health Law Institute?

Please submit this completed form to the Health Law Institute Program Manager.

HLI will work with the Registrar's Office to confirm your GPA.

TO BE COMPLETED BY REGISTRAR'S OFFICE:

The student achieved a minimum cumulative 3.0 GPA in the Core and Elective Courses.

Verified by: _____
Registrar's Office representative

Date

Notice of Intent

HEALTH LAW CERTIFICATE & HEALTH CARE COMPLIANCE CERTIFICATE

REQUIREMENTS

Interested students must be currently enrolled at Hamline University School of Law.

CERTIFICATES

I am interested in pursuing the following Certificate(s):

Health Law Certificate

Health Care Compliance Certificate

STUDENT INFORMATION

Last Name	First Name	Middle Initial	Hamline ID
Email Address		Phone	Anticipated Graduation Date
Mailing Address		City, State, Zip	

Personal Statement

Please submit a 1 page typewritten personal statement detailing why you have chosen the Health Law Institute's Certificate Program, how the Certificate(s) will help you meet your career goals, and which areas are of interest to you.

Employment Experience

Please submit a current resume that includes a list of your employers, positions held, and job responsibilities.

Transcript

Please submit your Hamline Law transcript (official or unofficial).

SIGNATURE

I understand that in order to earn a Health Law Institute Certificate, I must complete all coursework within my track and maintain a 3.0 GPA within my health law courses. I must also meet with my Health Law Faculty Advisor for an orientation and exit interview.

Applicant Signature

Date

Submit Materials To:

Hamline University School of Law
Health Law Institute, Kari McMartin
MS-D2017, 1536 Hewitt Avenue
Saint Paul, MN 55104-1237
Office: East Hall, 306D
kmcmartin02@hamline.edu

For more information visit www.hamline.edu/law/hli
or contact Kari McMartin at kmcmartin02@hamline.edu or 651.523.2130.



Declaring an intent to pursue a Health Law or Health Care Compliance Certificate creates no obligation to complete one.