

ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN MEDICAL ASSISTING SERVICES (ASMAS/AASMAS)

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The introduction of students to the overall operation of the physician's office is the basic objective of this program. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures, and to handle financial records, correspondence, insurance forms, and other administrative functions. Our ultimate goal is to prepare students to successfully gain entry-level employment as a medical assistant.

PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Perform clinical assisting and laboratory procedures.
2. Create and enter data into different healthcare documents.
3. Apply legal concepts to the medical practice.
4. Communicate professionally with patients, coworkers, and providers.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, medical assistant.

PROGRAM CONTENT

A minimum of 60.00 semester credit hours is required for graduation.

ENTRY REQUIREMENT

Students must meet the minimally required score on the entrance assessments to be eligible to enroll in the Associate of Science/ Applied Science Degree Program in Medical Assisting Services. Those students who do not meet the eligibility requirements for ASMAS/AASMAS may be eligible for admittance into an alternate allied health program such as Medical Office Administration.

Akron Campus Only: Students who do not meet the minimally required score on the entrance assessments to be eligible to enroll in the ASMAS/AASMAS, may be eligible to enroll for admittance into the DMAS. Upon successful completion of the DMAS, graduates are eligible to apply for admission into the AASMAS.

In the event that the student enrolls in an alternate allied health program and successfully completes the following 25.00 semester credit hours, earning a grade of "C" or better in each of the courses, he or she becomes eligible to request to transfer into the ASMAS/AAMAS program:

- SC105 Anatomy and Physiology I for Allied Health Professionals (3 credits)
- SC105L Anatomy and Physiology I Lab for Allied Health Professionals (1 credit)
- HC115 Medical Terminology for Healthcare Professionals (2 credits)
- MA107 College Algebra (4 credits)
- EN104 English Composition I (3 credits)
- EN106 Information Literacy and Research Writing (1 credit)
- EN116 Speech (3 credits)
- MO110 Keyboarding (1 credit)
- PS101 Psychology (3 credits)
- HU101 Critical Thinking (3 credits)
- PD121 Professional Development I (1 credit)

REQUIRED COURSES

All courses, 17.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.00
MO 110	Keyboarding	None	1.00
MO 111 ■	Computer Software Applications in Healthcare	MO 110	3.00
MO 150	Pathophysiology and Pharmacology	HC 115 or HI 221/ Corequisite MO 150L	2.00
MO 150L	Pathophysiology and Pharmacology Lab	HC 115 or HI 221/ Corequisite MO 150	1.00
MO 205	Insurance Claims, Processing and Adjudication	None	3.00
MO 211	Healthcare Systems and Operations	None	3.00
MO 216	Ethics and Health Information Management	None	2.00

REQUIRED CLINICAL COURSES

All courses, 16.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
*MS 215	Medical Clinical Assisting I With Lab	MO 150, MO 150L and Anatomy and Physiology With Lab	5.00
MS 235	Medical Clinical Assisting II With Lab	MS 215	5.00
MS 280	Program Certification Review	All didactic coursework, Final Term of Study, and PGPA of 2.00	2.00
*MS 295	Externship	All didactic coursework, Final Term of Study, PGPA of 2.00 and a valid CPR certification	4.00

* Enrollment in a student readiness trainings are required four terms prior to online MS215 as well as MS295 courses. Successful completion of trainings are required prior to online MS215 and MS295 course enrollment.

GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate's degree must complete a minimum of 28.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 3.00 Semester Credit Hours in Computer Applications ■ ◆
- 8.00 Semester Credit Hours in Anatomy and Physiology with Lab
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Humanities with a Critical Thinking Focus **
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

■ Students in the ASMAS/AASMAS program must take MO 111 Computer Software Applications in Healthcare to fulfill the 3.00 semester credit hours of general education in computer applications.

- ◆ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate's degrees, not counting computer applications. However, all Herzing University students in the AASMAS program must complete a minimum of 28.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate's degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

Course Number	Course Name	Prerequisite/Corequisite	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00

Distribution of Contact Hours by Course					
Course or Category	Lecture	Lab	Externship	Total Contact Hours	Credits
HC 115 Medical Terminology for Healthcare Professionals	30.00			30.00	2.00
MO 110 Keyboarding		30.00		30.00	1.00
MO 150 Pathophysiology and Pharmacology	30.00			30.00	2.00
MO 150L Pathophysiology and Pharmacology Lab		30.00		30.00	1.00
MO 205 Insurance Claims, Processing and Adjudication	45.00			45.00	3.00
MO 211 Healthcare Systems and Operations	45.00			45.00	3.00
MO 216 Ethics and Health Information Management	30.00			30.00	2.00
MS 215 Medical Clinical Assisting I with Lab	45.00	60.00		105.00	5.00
MS 235 Medical Clinical Assisting II with Lab	45.00	60.00		105.00	5.00
MS 280 Program Certification Review	30.00			30.00	2.00
MS 295 Externship			180.00	180.00	4.00
Computer Applications	30.00	30.00		60.00	3.00
English Composition or Literature	45.00			45.00	3.00
Anatomy and Physiology with Lab	9.00	60.00		150.00	8.00
Humanities with Critical Thinking Focus	45.00			45.00	3.00
Information Literacy	15.00			15.00	1.00
Mathematics (College Algebra or Above)	60.00			60.00	4.00
Personal/Professional Development	30.00			30.00	2.00
Social or Behavioral Science	45.00			45.00	3.00
Speech	45.00			45.00	3.00
Totals	705.00	270.00	180.00	1,155.00	60.00