

HERZING

ASSOCIATE OF APPLIED SCIENCE IN CLINICAL MEDICAL ASSISTING (AASCMA)

(Offered at the Minneapolis Campus only)

PROGRAM DESCRIPTION

The Clinical Medical Assisting program will prepare students to work in a healthcare environment as part of a professional team dedicated to providing quality healthcare. Students will acquire the knowledge and skills needed to provide patient care, assist the physician in the examination room, perform routine laboratory procedures, and manage general business office functions.

PROGRAM OBJECTIVES

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

1. Use medical terminology correctly.
2. Demonstrate appropriate written and verbal communication skills in the medical/clinical setting.
3. Identify the qualities and measurements of professionalism in the medical assisting field.
4. Prepare office correspondence and medical records.
5. Identify legal and ethical concepts of healthcare.
6. Apply anatomy and physiology, disease processes, and pharmacology concepts to patient care within the scope of practice for a medical assistant.
7. Demonstrate the ability to apply OSHA principles, standard precautions, and safety precautions in the medical setting.
8. Demonstrate the ability to perform clinical and laboratory procedures.
9. Apply radiological concepts, principles, and techniques.
10. Think critically, both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.

POTENTIAL JOB POSITION TITLES

Graduates of this program are prepared to successfully gain entry-level employment as a medical assistant. Other potential entry-level job position titles include medical office assistant, medical business office assistant, medical receptionist, medical laboratory assistant, medical support staff, and phlebotomist.

PROGRAM CONTENT

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

REQUIRED COURSES

All courses, 31.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
CA 100	Introduction to the Professional Medical Assistant	None	1.00
CA 102	Healthcare Law and Ethics	MO 150, MO 150L, SC 245 and SC 245L	2.00
CA 110	Medical Administrative Procedures	CA 109 and HC 115	3.00
CA 125	X-Ray Technologies for the Medical Assistant I	MO 150, MO 150L, SC 245 and SC 245L	2.00
CA 135	X-Ray Technologies for the Medical Assistant II	CA 125	2.00
CA 150	Clinical Skills I	HC 115, MO 150, MO 150L, SC 245 and SC 245L	3.00
CA 200	Clinical Skills II	CA 150; Corequisites CA 225 and CA 225L	3.00

Course Number	Course Name	Prerequisite	Credit Hours
CA 225	Medical Laboratory Procedures	CA 150; Corequisites CA 200 and CA 225L	2.00
CA 225L	Medical Laboratory Procedures Lab	CA 150; Corequisites CA 200 and CA 225	1.00
CA 255	Clinical Medical Assistant Review Seminar	CA 200, CA 225 and CA 225L; Corequisite CA 294	1.00
CA 294	Clinical Medical Assisting Externship	CA 135, CA 200, CA 225, CA 225L and PD 211; Corequisite CA 255	6.00
HC 115	Medical Terminology for Healthcare Professionals	None	2.00
MO 150	Pathophysiology and Pharmacology	HC 115; Corequisites MO 150L, SC 245 and SC 245L	2.00
MO 150L	Pathophysiology and Pharmacology Lab	HC 115; Corequisites MO 150, SC 245 and SC 245L	1.00

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this associate's degree must complete a minimum of 27.00 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. *

8.00 Semester Credit Hours in Anatomy and Physiology With Lab

1.00 Semester Credit Hours in Information Literacy

3.00 Semester Credit Hours in English Composition

3.00 Semester Credit Hours in Speech

2.00 Semester Credit Hours in Computer Applications ♦ ▲

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 Humanities With a Critical Thinking Focus ** ♦

* 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 of 24.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

▲ Students in the AASCMA program must take CA 109 Computer Concepts for the Medical Assistant to fulfill this general education requirement.

** 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.

♦ 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 AASCMA program must complete a minimum of 27.00 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

2.00 semester credit hours are required in addition to PD 211.

Course Number	Course Name	Prerequisite	Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00
PD 211	Medical Assisting Externship Preparation	None	0.00

Distribution of Clock Hours by Course					
Course or Category	Lecture	Lab	Externship	Total Clock Hours	Credits
CA 100	15.00			15.00	1.00
CA 102	30.00			30.00	2.00
CA 110	30.00	30.00		60.00	3.00
CA 125	30.00			30.00	2.00
CA 135	30.00			30.00	2.00
CA 150	30.00	30.00		60.00	3.00
CA 200	30.00	30.00		60.00	3.00
CA 225	30.00			30.00	2.00
CA 225L		30.00		30.00	1.00
CA 255	15.00			15.00	1.00
CA 294			270.00	270.00	6.00
HC 115	30.00			30.00	2.00
MO 150	30.00			30.00	2.00
MO 150L		30.00		30.00	1.00
Anatomy and Physiology With Lab	90.00	60.00		150.00	8.00
Information Literacy	15.00			15.00	1.00
English Composition or Literature	45.00			45.00	3.00
Speech	45.00			45.00	3.00
Computer Applications	30.00			30.00	2.00
Mathematics (College Algebra or Above)	60.00			60.00	4.00
Social or Behavioral Science	45.00			45.00	3.00
Humanities With a Critical Thinking Focus	45.00			45.00	3.00
Personal/Professional Development	30.00			30.00	2.00
Totals	705.00	210.00	270.00	1,185.00	60.00

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/clinical-medical-assisting>