

# HERZING

## DIPLOMA IN CLINICAL MEDICAL ASSISTING (DCMA)

### PROGRAM DESCRIPTION

This clinical medical assisting diploma 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.

### 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 43.00 semester credit hours is required for graduation.

### REQUIRED COURSES

All courses, 33.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Credit Hours
CA 100	Introduction to the Professional Medical Assistant	None	1.00
CA 102	Healthcare Law and Ethics	MO 150, MO 150L, and Anatomy and Physiology With Lab	2.00
CA 109	Computer Concepts for the Medical Assistant	CA 109 and HC 115	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, and Anatomy and Physiology With Lab	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, and Anatomy and Physiology With Lab	3.00
CA 200	Clinical Skills II	CA 150/Corequisites CA 225 and CA 225L	3.00
CA 225	Medical Laboratory Procedures	CA 150/Corequisites CA 200 and CA 225L	2.00

Course Number	Course Name	Prerequisites/Corequisites	Credit Hours
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/Corequisite MO 150L	2.00
MO 150L	Pathophysiology and Pharmacology Lab	HC 115/Corequisite MO 150	1.00

### ANATOMY AND PHYSIOLOGY WITH LAB

8.00 semester credit hours are required.

### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

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

Course Number	Course Name	Prerequisites/Corequisites	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 109	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
Personal/Professional Development	30.00			30.00	2.00
<b>Totals</b>	<b>450.00</b>	<b>210.00</b>	<b>270.00</b>	<b>930.00</b>	<b>43.00</b>

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/career-programs/undergraduate-degrees/healthcare/clinical-medical-assisting>