

ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN MEDICAL ASSISTING SERVICES (ASMAS/AASMAS) KENOSHA AND TOLEDO CAMPUSES OF HERZING UNIVERSITY STUDENTS ONLY

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads 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. Accurately 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

Candidates for enrollment in the Associate of Science/Applied Science in Medical Assisting Services program must successfully complete the 25.00 semester credit hours listed below. Students may elect to enroll in an alternative associate degree program such as Medical Office Administration to complete these credits, or they may complete the credits as a non-degree seeking student. A grade of "C" or better must be earned in each of the courses to become eligible to request to transfer into the ASMAS/AAMAS program.

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
SC 105/SC 145	Anatomy and Physiology I	None	3.00
SC 105L/SC 145L	Anatomy and Physiology I Lab	None	1.00

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
SC 205/SC 245	Anatomy and Physiology II	SC 105, SC 105L/SC 145, SC 145L	3.00
SC 205L/SC 245L	Anatomy and Physiology II Lab	SC 105, SC 105L/SC 145, SC 145L	1.00

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, PD 216 (online students only), 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 and PGPA of 2.00	2.00
MS 295	Externship	Final semester, PGPA of 2.00, PD 211, and a valid CPR certification	4.00

GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate's degree must complete a minimum of 25.00 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 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

8.00 Semester Credit Hours in Anatomy and Physiology with Lab

* 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.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

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

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
PD 211	MA Externship Preparation	None	0.00
PD 216 ▶	Medical Assisting Proctor Preparation	None	0.00

▶ PD 216 is only for students taking the program online.

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 111 Computer Software Applications in Healthcare	30.00	30.00		60.00	3.00
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
SC 105/SC 145 Anatomy and Physiology I SC 105L /SC 145L Anatomy and Physiology I Lab SC 205 /SC 245 Anatomy and Physiology II SC 205L /SC 245L Anatomy and Physiology II Lab	90.00	60.00		150.00	8.00
EN 104 English Composition I	45.00			45.00	3.00
HU 101 Humanities with Critical Thinking Focus	45.00			45.00	3.00
EN 106 Information Literacy	15.00			15.00	1.00
MA 107 College Algebra	60.00			60.00	4.00
PD 121 Professional Development I PD 202 Professional Development II	30.00			30.00	2.00
PS 101 Psychology	45.00			45.00	3.00
EN 116 Speech	45.00			45.00	3.00
Totals	705.00	270.00	180.00	1,155.00	60.00