



DIPLOMA IN MEDICAL ASSISTING (DMA)

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 OBJECTIVES

Upon completion of this program students should be able to:

1. Demonstrate the ability to perform clinical assisting and laboratory procedures.
2. Demonstrate the ability to use knowledge attained to create clerical documents used in medical facilities.
3. Apply legal concepts to the medical practice.
4. Communicate professionally with patients, coworkers and providers.

POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include: medical office assistant, medical business office, medical receptionist, medical laboratory assistant, and phlebotomist.

PROGRAM LENGTH

The average length of time for a student taking a full course load is 3 semesters.

PROGRAM CONTENT

A minimum of 50 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 48 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.0
IS 102	Computers and Applications Software	None	4.0
MO 110	Keyboarding	None	1.0
MO 113	Medical Business Operations	None	3.0
MO 129	Medical Office Procedures	None	3.0
MO 150	Pathophysiology and Pharmacology	HC 115; Corequisites MO 150L, SC 245 and SC 245L	2.0
MO 150L	Pathophysiology and Pharmacology Lab	HC 115; Corequisites MO 150, SC 245 and SC 245L	1.0
MO 161	Medical Billing and Insurance Procedures	None	3.0
MS 109	Clinical Assisting I	HC 115, MO 150, MO 150L, SC 245, SC 245L and PD 216 *	3.0
MS 121	Clinical Assisting II	MS 109 and PD 216 *	4.0

Course Number	Course Name	Prerequisite	Credit Hours
MS 131	Clinical Laboratory Procedures I	HC 115, MO 150, MO 150L, SC 245, SC 245L and PD 216 *	4.0
MS 141	Clinical Laboratory Procedures II	MS 131 and PD 216 *	4.0
MS 207	Program Review	All didactic course work with a program GPA of 2.0	2.0
MS 295	Externship	All didactic course work with a program GPA of 2.0 and PD 211	4.0
SC 145	Anatomy and Physiology I	Corequisite SC 145L	3.0
SC 145L	Anatomy and Physiology I Lab	Corequisite SC 145	1.0
SC 245	Anatomy and Physiology II	SC 145; Corequisite SC 245L	3.0
SC 245L	Anatomy and Physiology II Lab	SC 145; Corequisite SC 245	1.0

PERSONAL DEVELOPMENT COURSES

A minimum of 2 semester credit hours is required in addition to PD 211. Online students must also take PD 216.

Course Number	Course Name	Prerequisite	Credit Hours
PD 120	Personal Financial Management	None	1.0
PD 155	Customer Services	None	1.0
PD 200	Career Development Seminar	None	1.0
PD 211	MA Externship Preparation	None	0.0
PD 216 *	MA Assisting Proctor Preparation	None	0.0

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

Distribution of Clock Hours by Course					
Course or Category	Lecture	Lab	Externship	Total Clock Hours	Credits
HC 115	30.0			30.0	2.0
IS 102	60.0			60.0	4.0
MO 110		30.0		30.0	1.0
MO 113	45.0			45.0	3.0
MO 129	45.0			45.0	3.0
MO 150	30.0			30.0	2.0
MO 150L		30.0		30.0	1.0
MO 161	45.0			45.0	3.0
MS 109	45.0			45.0	3.0
MS 121	60.0			60.0	4.0
MS 131	45.0	30.0		75.0	4.0
MS 141	45.0	30.0		75.0	4.0
MS 207	30.0			30.0	2.0
MS 295			180.0	180.0	4.0
SC 145	45.0			45.0	3.0
SC 145L		30.0		30.0	1.0

Distribution of Clock Hours by Course					
Course or Category	Lecture	Lab	Externship	Total Clock Hours	Credits
SC 245	45.0			45.0	3.0
SC 245L		30.0		30.0	1.0
Personal Development	30.0			30.0	2.0
Totals	600.0	180.0	180.0	960.0	50.0

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/medical-assisting>.