

Official Program Outline



HERZING
— UNIVERSITY —

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

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.

REQUIRED COURSES

All courses, 17.00 semester credit hours, are required.

Course Number	Course Name	Semester Credit Hours
HC 101	Medical Terminology	1.00
MO 160	Pathophysiology and Pharmacology	3.00
MO 180	Administrative Skills for Medical Offices	3.00
MO 185	Ethics and Professionalism	1.00
MO 205	Insurance Claims, Processing and Adjudication	3.00
MC 110	Introduction to Billing and Coding	3.00
MC 120	Patient Privacy	3.00

REQUIRED ANATOMY AND PHYSIOLOGY

4.00 semester credit hours are required.

Course Number	Course Name	Semester Credit Hours
SC 144	Introduction to Anatomy and Physiology	4.00

REQUIRED CLINICAL COURSES

All courses, 15.00 semester credit hours, are required.

Course Number	Course Name	Semester Credit Hours
*MS 215/MS 262«	Medical Clinical Assisting I With Lab	5.00
MS 235/MS 264«	Medical Clinical Assisting II With Lab	5.00
MS 281	Program Certification Review	1.00
*MS 295/MS 268«	Externship	4.00

* Enrollment in a student readiness trainings are required two terms prior to online MS215/MS262 as well as MS295/MS268 courses. Successful completion of trainings is required prior to online MS215/MS262 and MS295/MS268 course enrollment.

«MS262, MS264, MS281, and MS268 clinical courses apply to Atlanta, Birmingham, Madison, Online and New Orleans only.

GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for specific information about courses within each discipline.

9.00 Semester Credit Hours in Communications

6.00 Semester Credit Hours in Humanities

3.00 Semester Credit Hours in Mathematics

3.00 Semester Credit Hours in Social and Behavioral Sciences

3.00 Semester Credit Hours in Science *

*Science Semester Credit Hours are satisfied through Anatomy and Physiology requirement listed above.

ELECTIVE COURSES

Health Care Electives: 3.00 credits

A minimum of 3.00 semester credit hours is required from a combination of healthcare electives and/or credits transferred from the core (non-general education) courses of a healthcare-related associate or diploma programs. Students not transferring in 3.00 semester credit hours in healthcare courses may make up the difference with elective courses in healthcare and/or related subject areas.

COURSE DESCRIPTIONS

EN 104 - English Composition I

This course introduces the principles and practices of effective written communication. Topics include writing for various audiences and purposes, using the writing process to develop and maintain unity and coherence, and incorporating research into written work. Critical thinking in the writing and reading processes will also be covered and may include addressing assumptions underlying an argument, using sound logic in support of claims, including evidence relevant to the purpose and position of the document, refuting counterarguments, analyzing information, and synthesizing information from multiple sources. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

EN 111 - Information Literacy

This course introduces students to the process of conducting research, integrating research into written work, and understanding information literacy as a sociocultural phenomenon. The research process involves assessing the rhetorical situation, engaging in preliminary research, developing research questions, taking stock of current knowledge, identifying gaps in current knowledge, using appropriate search tools and strategies, critically reading and evaluating information, and refining search strategies as necessary. Integrating sources into written work involves understanding why, when, and how to use and document sources. Microsoft Word will be used to format documents according to APA standards. Understanding information literacy as a sociocultural phenomenon involves identifying barriers to entering scholarly conversations and examining the way various cultures view information as a commodity, means of education, means to influence, and a means of negotiating and understanding the world. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

EN 116 - Speech

The course is designed to provide the student with the opportunity to develop speaking and presentation skills in a variety of situations. Topics include the elements and structure of various speech types, techniques for strong delivery, the importance of audience awareness, incorporation of research-based evidence as support for a thesis, and effective use of presentation aids. Students will practice listening skills by reviewing speeches. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites/Corequisites: None.

HC 101 - Medical Terminology

This course introduces common medical terms through the analysis of word components. Emphasis will be placed on the structure of terms-Greek and Latin roots, prefixes, and suffixes. A medical vocabulary will be developed through the study of the anatomical structures, physiological functions, diagnostic and therapeutic procedures, and pathologies of the body systems. Terminology will be

practiced through the use of common abbreviations, spelling, pronunciation and definitions. Semester Credit Hours: 1.00 Contact Hours: 15/0/0/15 Prerequisite: None Corequisite: None

HU 140 - Cultural Diversity

This course will explore the construction, evolution, and application of categories and stereotypes related to the concept of the "other." Students will study discrimination, or "othering," and how it operates in our contemporary culture among members of marginalized groups, including the categories of ethnicity, gender, socio-economic status, and inclusivity. In addition, students will explore cultural diversity in a global context. In order to understand what it means to be human, students will analyze relevant historical and contemporary cultural texts through the lens of the Humanities to examine the importance of embracing cultural difference. Cultural texts may include: works of literature, drama, and poetry; music; theatre; film; advertisement; visual art; architecture; and more. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

HU 240 - Introduction to Humanities

This course allows students to explore the ways in which history, visual art, religion, literature, ideas, and music have shaped and continue to shape human experience. Students will engage with a variety of humanities texts and engage in reflective writing which analyzes their own experience within a sociocultural context. Students may also study the development of ideas related to philosophy and critical thinking about the individual and society. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

MA 109 - College Algebra

This course covers topics of algebra including linear functions, equations, inequalities, systems of equations in two variables, polynomial functions, quadratic equations, and rational and radical equations. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

MC 110 - Introduction to Billing and Coding

This course will introduce students to health insurance and medical billing practices. Students will understand the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, claim submission, payment processing and follow-up. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: HC 101 Medical Terminology. Corequisite: None

MC 120 - Patient Privacy

This course will introduce students to the foundational principles of patient privacy and security of personal health information. Students will understand the confidential and sensitive nature of medical information and how to protect it. The course will emphasize the Health Insurance Portability and Accountability Act (HIPAA) privacy and security rules, patient rights and reporting requirements. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None Corequisite: None

MO 160 - Pathophysiology and Pharmacology

This course provides instruction in the study of human diseases with focus on the symptoms, signs, causes, and diagnosis of disease. Additionally, students will learn about pharmacology, drug abbreviations, drug categories, diagnostic equipment including lab values, and pharmacological treatment related to human diseases. This course has a lab component. Semester Credit Hours: 3.00 Contact Hours: 30/30/0/60 Prerequisites: HC 101 Medical Terminology or HI 221 Health Sciences for ICD-10. Corequisites: None

MO 180 - Administrative Skills for the Medical Office

This course introduces the student to administrative and operational procedures and policies pertaining to the medical office. Students will learn about various medical office software including patient registration, appointments, office financial management, and electronic health records. Students will learn about the different types of healthcare systems, diversity among coworkers/patients, licensure, accreditation and patient privacy (HIPAA). Semester Credit Hours: 3.00 Contact Hours: 30/30/0/60 Prerequisites: None. Corequisites: None.

MO 185 - Ethics and Professionalism

This course is designed to introduce the student to important ethics as it pertains to the healthcare profession which includes controversial health care issues. The student will be introduced to patient confidentiality and information security as identified and enforced through HIPAA regulations. Additionally, the student will learn about the importance of professionalism in the workplace. Semester Credit Hours: 1.00 Contact Hours: 15/0/0/15 Prerequisites: None Corequisites: None

MO 205 - Insurance Claims, Processing and Adjudication

In this course, the student will understand the basic types of medical insurance programs available in today's healthcare environment. It acquaints students with billing formats, using universal claim forms, and it provides the skills necessary to master basic aspects of medical insurance billing and adjudication. Current reimbursement methodologies and compliance will also be covered. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites/Corequisites: None.

MS 215 - Medical Clinical Assisting I with Lab

This course is designed to provide the basic theoretical knowledge and hands-on experience in assisting physicians or medical office staff with medical exam room preparation and routine patient examination preparation with an emphasis on various communication techniques. Students will be introduced to basic clinical procedures including vital signs, first aid, injections, and emergency preparedness. Semester Credit Hours: 5.00 Contact Hours: 45/60/0/105 Prerequisites: MO 160 Pathophysiology and Pharmacology and Anatomy and Physiology. Corequisite: None.

MS 235 - Medical Clinical Assisting II with Lab

This course is a continuation of MS 215 Medical Clinical Assisting I with Lab. It is an introduction to diagnostic procedures routinely performed in the physician's office laboratory setting. Students will be introduced to electrocardiography, respiratory testing, hematology, microbiology, proper specimen collection techniques, quality control, and equipment inventory and maintenance. Semester Credit Hours: 5.00 Contact Hours: 45/60/0/105 Prerequisite: MS 215 Medical Clinical Assisting I with Lab. Corequisite: None.

MS 295 - Externship

During the externship phase of training, the student will experience various aspects of working in the actual industry that they have trained for. The externship will provide the student with the opportunity to experience and participate in the duties typical of a real workplace setting which include clinical and administrative components. Instruction centers on observing experienced personnel as well as participating in actual procedures under close supervision of trained professionals. This 180-hour portion of training must be completed within one year of completion of didactic training. Semester Credit Hours: 4.00 Contact Hours: 0/0/180/180 Prerequisites: All didactic coursework, final term of study, PGPA of 2.00, and a valid CPR certification.

PD 121 - Professional Development I

This course is designed to introduce students to methodologies that will prepare them for academic and professional success. Topics include but are not limited to Canvas support, student support services, e-books, university policies, resumes, self-reflection, time management, goal setting, and strategies for anxiety reduction. Semester Credit Hours: 1.00 Contact Hours: 15/0/0/15 Prerequisites/Corequisites: None.

PD 202 - Professional Development II (Semester Credit Hour Course)

This course provides an opportunity for students to critically examine their skills and develop a plan to further their career and own financial literacy. Topics include research, job searching, developing career documents, refining interview and communication skills, and creating a personal budget. Semester Credit Hours: 1.00 Contact Hours: 15/0/0/15 Prerequisites/Corequisites: None.

PS 101 - Psychology

This course will introduce a psychological analysis of human behavior. Students will learn to apply a variety of theoretical perspectives in interpreting human behavior. Topics may include: psychological research methods; stages of human development; learning theories; personality; and abnormal psychology. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites/Corequisites: None.

SC 144 - Introduction to Anatomy and Physiology

This course provides an introduction to the study of the structure and function of the human body. Topics include an introduction to homeostasis, cells, and tissues, along with a basic study of the body systems and their interrelationships. The lab component of the course provides 3D interactive visualization of human systems. Semester Credit Hours: 4.00 Contact Hours: 45/30/0/75 Prerequisite: None. Corequisite: None.