

## Official Program Outline



**HERZING**  
— UNIVERSITY —

### DIPLOMA IN MEDICAL ASSISTING (DMA)

#### PROGRAM DESCRIPTION

The Medical Assisting program provides didactic and in-the-field learning experiences that will enable students to enter the workforce as entry-level medical assistants. Students will be qualified to work as a Clinical or Administrative Medical Assistant. Students will learn administrative, clinical, and laboratory skills performed within the scope of practice of a medical assistant. Coursework will include medical terminology, anatomy and physiology, pharmacology, pathology, ethics, professionalism, medical insurance, electronic medical records, medical clinical procedures, laboratory procedures, and patient privacy. This program is unique from other programs as students are prepared for and sit for the Medical Assisting Certification Exam during their program. This certification enhances employment opportunities upon graduation.

#### PROGRAM OUTCOMES

Upon completion of this program students should be able to:

1. Demonstrate clinical competencies in medical assisting
2. Demonstrate laboratory competencies in medical assisting.
3. Perform administrative duties for a medical office
4. Adhere to ethical and legal boundaries with medical assisting scope of practice
5. Demonstrate professional behavior within a medical office setting.

#### POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, medical assistant.

#### PROGRAM CONTENT

A minimum of 30.00 semester credit hours is required for graduation.

#### ENTRY REQUIREMENT

Students must meet the minimally required score on the entrance assessment to be eligible to enroll in the Diploma Program in Medical Assisting Services. Those students who do not meet the eligibility requirements for DMAS may be eligible for admittance into an alternate allied health program such as the Diploma Program in Medical Office Administration.

#### REQUIRED CORE COURSES

All courses, 11.00 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

#### 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 262	Medical Clinical Assisting I With Lab	5.00
MS 264	Medical Clinical Assisting II With Lab	5.00
MS 281	Program Certification Review	1.00
*MS 268	Externship	4.00

\* Enrollment in a student readiness trainings are required four terms prior to online MS262 as well as MS268 courses. Successful completion of trainings are required prior to online MS 262 and MS2 68 course enrollment.

## COURSE DESCRIPTIONS

### 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

### 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 262 - 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 and documentation. 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 Prerequisite: MO 160 Pathophysiology and Pharmacology and SC 246 Anatomy and Physiology II. Corequisite: None

### MS 264 - Medical Clinical Assisting II with Lab

This course is a continuation of MS 262 Medical Clinical Assisting I. 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, immunology, chemistry, urinalysis, proper specimen collection techniques, quality control, and equipment/supply inventory and maintenance. Semester Credit Hours: 5.00 Contact Hours: 45/60/0/105 Prerequisite: MS 262 Medical Clinical Assisting I with Lab. Corequisite: None

### MS 268 - 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 Prerequisite: Final semester, PGPA of 2.0, and a valid CPR certification. Corequisite: None.

#### MS 281 - Program Certification Review

This directed practice seminar is a course in which the student will participate in seminars to prepare for their transition into the workplace as well as successful completion of one of two national certification examinations for medical assisting. Students will complete cover letters, résumés, and reference lists to use in job placement. Professional credentialing opportunities are addressed as well as practice examinations focused on the graduate sitting for either of two national certification examinations. At locations where the Medical Assisting Services program holds specialized accreditation by ABHES or CAAHEP, the Certified Medical Assistant (CMA) certification offered by the American Association of Medical Assistants will be covered. At other locations, the Registered Medical Assistant (RMA) certification offered by the American Medical Technologists will be covered. (See the "Accreditation" section of the Undergraduate Catalog for accredited locations.) Semester Credit Hours: 1.00 Contact Hours: 0/30/0/30 Prerequisite: All didactic coursework and PGPA of 2.00. Corequisite: 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.