

HERZING

ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING SERVICES (ASMAS)

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING SERVICES (AASMAS)

(The associate of applied science is offered at the Akron, Minneapolis, and Toledo campuses only)

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 their program, the student 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.
5. Think critically, both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.

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 CONTENT

A minimum of 60.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 30.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.00
MO 110	Keyboarding	None	1.00
MO 150	Pathophysiology and Pharmacology	HC 115; Corequisites MO 150L, SC 245 and SC 245L	2.00
MO 150L	Pathophysiology and Pharmacology Lab	HC 115; Corequisites MO 150, SC 245 and SC 245L	1.00
MO 205	Insurance Claims, Processing and Adjudication	MO 111	3.00
MO 210	Healthcare Systems and Operations	None	2.00
MO 215	Ethics and Health Information Management	None	3.00
MS 215	Medical Clinical Assisting I With Lab	MO 150, MO 150L, PD 216▲, SC 245 and SC 245L	5.00
MS 235	Medical Clinical Assisting II With Lab	MS 215	5.00
MS 280	Program Certification Review	All didactic coursework with a program GPA of 2.00	2.00
MS 295	Externship	All didactic coursework with a program GPA 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 28.00 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. *

8.00 Semester Credit Hours in Anatomy and Physiology With Lab

1.00 Semester Credit Hours in Information Literacy

3.00 Semester Credit Hours in English Composition

3.00 Semester Credit Hours in Speech

3.00 Semester Credit Hours in Computer Applications ♦ ■

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 Humanities With a Critical Thinking Focus ** ♦

■ Students in the ASMAS/AASMAS program must take MO 111 Computer Software Applications in Healthcare to fulfill this general education requirement.

* 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 of 28.00 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.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate's degrees, not counting computer applications. However, all Herzing University students in the AASMAS program must complete a minimum of 28.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate's degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required in addition to PD 211. Online students must also take PD 216. ▲

Course Number	Course Name	Prerequisite	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 Clock Hours by Course					
Course or Category	Lecture	Lab	Externship	Total Clock Hours	Credits
HC 115	30.00			30.00	2.00
MO 110		30.00		30.00	1.00
MO 150	30.00			30.00	2.00
MO 150L		30.00		30.00	1.00
MO 205	45.00			45.00	3.00
MO 210	30.00			30.00	2.00
MO 215	45.00			45.00	3.00
MS 215	45.00	60.00		105.00	5.00
MS 235	45.00	60.00		105.00	5.00
MS 280	30.00			30.00	2.00
MS 295			180.00	180.00	4.00

Distribution of Clock Hours by Course					
Course or Category	Lecture	Lab	Externship	Total Clock Hours	Credits
Anatomy and Physiology With Lab	90.00	60.00		150.00	8.00
Information Literacy	15.00			15.00	1.00
English Composition or Literature	45.00			45.00	3.00
Speech	45.00			45.00	3.00
Computer Applications	30.00	30.00		60.00	3.00
Mathematics (College Algebra or Above)	60.00			60.00	4.00
Social or Behavioral Science	45.00			45.00	3.00
Humanities With a Critical Thinking Focus	45.00			45.00	3.00
Personal/Professional Development	30.00			30.00	2.00
Totals	705.00	270.00	180.00	1,155.00	60.00

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-services>