

DIPLOMA IN MEDICAL ASSISTING SERVICES (DMAS)

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog 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 diploma program. Students are trained to assist the physician in the examination room, perform routine laboratory procedures, and 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 43.00 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.

▲ This entry requirement does not apply to students at the Akron Campus who are enrolled in the Diploma in Medical Assisting Services 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	Anatomy and Physiology I for Allied Health Professionals	None/Corequisite SC 105L	3.00
SC 105L	Anatomy and Physiology I Lab for Allied Health Professionals	None/Corequisite SC 105	1.00

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
SC 205	Anatomy and Physiology II for Allied Health Professionals	SC 105 and SC 105L/ Corequisite SC 205L	3.00
SC 205L	Anatomy and Physiology II Lab for Allied Health Professionals	SC 105 and SC 105L/ Corequisite SC 205	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, 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, Final Term of Study, and PGPA of 2.00	2.00
*MS 295	Externship	All didactic coursework, Final Term of Study, PGPA of 2.00 and a valid CPR certification	4.00

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

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00

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

Distribution of Contact Hours by Course					
Course or Category	Lecture	Lab	Externship	Total Contact Hours	Credits
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 Anatomy and Physiology I for Allied Health Professionals	45.00			45.00	3.00
SC 105L Anatomy and Physiology I L for Allied Health Professionals		30.00		30.00	1.00
SC 205 Anatomy and Physiology II for Allied Health Professionals	45.00			45.00	3.00
SC 205L Anatomy and Physiology II L for Allied Health Professionals		30.00		30.00	1.00
PD 121 Professional Development I PD 202 Professional Development II	30.00			30.00	2.00
Totals	450.00	270.00	180.00	900.00	43.00