

Medical Administrative Specialist

Program Number: 10-106-4

Associate in Applied Science Degree

Business Technology Program Cluster

Center for Agriscience & Technologies

Program offered at Madison Campuses

For information call: (608) 246-6800 or
(800) 322-6282 Ext. 6800

About the Program

The Medical Administrative Specialist Program prepares students for work in the office of a doctor, clinic, hospital, or for employment wherever knowledge of medical terminology, professional procedures and ethics is required. It also provides excellent preparation for secretarial positions in any business. The status of Certified Medical Assistant-Administrative can be acquired upon completion of the required job experience and written examinations.

Graduates of this program typically earn from \$30,000 to \$34,000 per year.

Recommendations for Admission

Keyboarding speed of 45 wpm and high school English composition with a grade of C or higher. Successful students have a mastery of English fundamentals—grammar, punctuation, and spelling. They should enjoy working with computers and be detail-oriented. Students should have access to a computer with an Internet connection for homework assignments.

Curriculum

FIRST YEAR

First Semester		Credits	Hrs/week Lec-Lab
10-103-135	Windows XP (Qtr. 1) OR	1	0.75-2.25
10-103-124	Windows Vista	(1)	(0.75-2.25)
10-103-136	Word-Intermediate (Qtr. 2)	1	0.75-2.25
10-103-137	Word-Beginning (Qtr. 1)	1	0.75-2.25
10-103-143	PowerPoint (Qtr. 2)	1	0.75-2.25
10-106-139	Keyboard Skillbuilding (Qtr. 2)	1	0-2
10-106-166	Medical Transcription Techniques and Procedures*	3	3-0
10-106-170	Medical Transcription 1*	2	1.5-1.5
10-106-178	Medical Language for Business Professionals 1*	2	2-0
10-801-195	Written Communication	3	3-0
Semester Total		15	

Second Semester

10-103-133	Excel-Beginning (Qtr. 3)	1	0.75-2.25
10-103-139	Excel-Intermediate (Qtr. 4)	1	0.75-2.25
10-106-171	Medical Transcription 2*	2	1.5-1.5
10-106-179	Medical Language for Business Professionals 2*	2	2-0
10-501-153	Body Structure	3	3-0
10-801-196	Oral/Interpersonal Communication	3	3-0
10-809-197	Contemporary American Society	3	3-0
Semester Total		15	

SECOND YEAR

First Semester

10-103-145	Access-Beginning (Qtr. 3 or 4)	1	0.75-2.25
10-103-165	Outlook	1	0.75-2.25
10-106-103	Records Management	2	3-0
10-106-108	Proofreading and Editing	3	3-0
10-804-123	Math with Business Applications	3	3-0
10-809-195	Economics	3	3-0
	Elective	3	E
Semester Total		16	

Second Semester

10-101-108	Applied Accounting 1	3	3-0
10-106-165	Medical Office Procedures	3	3-0
10-106-186	Project Management & Coordination	2	2-0
10-106-190	Professional Development (Qtr. 3)	1	1-0
10-106-194	Career Management (Qtr. 4)	1	1-0
10-106-195	Internship*	1	0-4
10-809-172	Race, Ethnic and Diversity Studies	3	3-0
10-809-199	Psychology of Human Relations	3	3-0
Semester Total		17	

* Courses offered only in semester shown.

Note: Students are assessed for correct placement in English or mathematics courses based on their scores on the COMPASS test or on completion of the appropriate prerequisite(s). Additionally, there may be courses in other subject areas that may use COMPASS scores as prerequisites when reading, writing, math, or critical thinking competencies are required.

Program Courses

10-103-165 Outlook 1 credit

Use Microsoft's messaging and personal information management program. Communicate by email; schedule appointments, meetings and events; manage the Inbox, contact lists, tasks and notes; track and archive messages; configure and customize Outlook; record journal entries; manage Outlook components; integrate Outlook with other Office programs. Prerequisite: Competency in Windows or Windows XP 10-103-134 or 10-103-135.

10-106-103 Records Management 2 credits

Fundamentals of managing the record life cycle; alphabetic, numeric, subject, and geographic filing; supplies and equipment; charge-out procedures; retention schedules; transfer methods; control measurements; and imaging systems. Follows recommendations of the Association of Records Managers and Administrators.

10-106-108 Proofreading and Editing 3 credits

Develop proofreading skills: punctuation, grammar, spelling and usage errors. Edit documents: appropriate content, conciseness, clarity, point of view.

10-106-139 Keyboard Skillbuilding 1 credit

Identify keyboarding weaknesses through diagnostic tests and analyses. Refine keyboarding technique, increase speed, and improve accuracy through individualized corrective practice. Prerequisite: 10-106-101 or touch keyboarding experience.

10-106-165 Medical Office Procedures 3 credits

Emphasizes medical office procedures: communications, reception, appointment scheduling, record keeping, records management, telephone procedures, entering daily transactions, billing and collecting, banking procedures, preparing payroll, handling routine business correspondence, keeping an inventory of supplies and an introduction to features in an electronic office situation. Prerequisite: 10-103-137.

10-106-166 Medical Transcription Techniques and Procedures 3 credits

Emphasizes the skilled proofreading, editing (including detailed coverage of grammar and punctuation), formatting and reference use techniques needed to produce high quality reports demanded by medical facilities.

10-106-170 Medical Transcription 1 2 credits

Introduces transcription of medical dictation; reinforces medical terminology and formats for a variety of medical reports. Continued development of keyboarding speed and accuracy skills. Prerequisite: keyboarding skill, concurrent enrollment in (or completion of) 10-106-166 and 10-106-178.

10-106-171 Medical Transcription 2 2 credits

Emphasizes transcription of more complex medical dictation, disease processes and medical specialties at higher levels of production and accuracy. Prerequisite: 10-106-170; Corequisite: 10-106-179.

10-106-178 Medical Language for the Business Professional 1 2 credits

Introduces medical terminology used in transcription and administrative assistant positions. Covers how medical terms are formed; the meaning of many word roots, prefixes and suffixes; spelling, definition, and pronunciation of word components; and how to use a medical dictionary. One half of the body is covered in this class.

10-106-179 Medical Language for the Business Professional 2 2 credits

Continuation of Medical Language for the Business Professional 1, 10-106-178 covering the other half of the body. Prerequisite: 10-106-178.

10-106-186 Project Management and Coordination 2 credits

Plan and coordinate projects, develop timelines, determine priorities, increase individual and team productivity, control the workday and allocate resources using graphic tools such as MS Project software and GANTT and PERT charts. Project management and coordination techniques and concepts are learned by examining case studies and completing a project.

10-106-190 Professional Development 1 credit

Research the job market, develop a job search/career portfolio, explore networking, prepare for employment tests and practice for job interviews. The portfolio includes a resume, cover letter, thank you letter, reference sheet, job application form, and work samples.

10-106-194 Career Management 1 credit

Identification of factors associated with job success: professional image, conflict resolution, business and dining etiquette, sexual harassment, ethics, career goals, and performance appraisal. Explore personality types via the Internet. Should be taken in last semester of program.

10-106-195 Internship 1 credit

Students complete a 72-hour internship in an office setting supervised by a cooperating employer. The office setting is a business, medical, or legal office depending on the student's program. Must be taken in last year of program.

10-501-153 Body Structure 3 credits

A concise introduction to human body structure and function. Normal and abnormal states of the body and basic disease processes affecting the body are emphasized. Common problems encountered in a variety of health care settings are presented.

Recommended Electives

10-102-160 Business Law 1	3 credits
10-103-126 Word-Advanced	1 credit
10-103-132 Excel-Advanced	1 credit
10-103-140 Publisher	1 credit
10-103-153 PowerPoint-Advanced	1 credit
10-106-106 Business Writing and Research	2 credits
10-106-173 Medical Transcription Virtual Practicum 2	2 credits
10-106-187 Exploring Business Technologies	2 credits
(if seats are available at open registration)	

Career Potential:

- General Office Clerk
- General Office Receptionist
- Medical Administrative Assistant
- Medical Receptionist
- Medical Records Clerk
- Medical Secretary
- Medical Transcriptionist
- Insurance Claims Processor
- Program Assistant
- Word Processing Operator
- Admittance Clerk
- Department/Clinic Assistant

With additional education and/or work experience, graduates may find employment as:

- Chart Analyst
- Health Record Technologist
- Patient Information Specialist
- Health Unit Coordinator
- Medical Coding Specialist
- Medical Office Manager

More detailed and updated information on this program may be available at: malcmadison.edu. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

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