

Medical Administrative Specialist

Program Number: 10-106-4

Associate in Applied Science Degree

Business Technology Program Cluster

School of Agriscience and Technologies

Program offered at Truax Campus

(Most courses are also offered online.)

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 administrative positions in any business. The status of Certified Medical Assistant-Administrative can be acquired upon completion of the required job experience and written examinations. To graduate from the program, a student must receive a grade of C or higher in all program courses.

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.

Note: It is vital that each program student has access to a computer. All Microsoft Office courses use the 2010 version.

Curriculum

The courses listed below outline the requirements for graduation for students entering this program in the 2012-2013 academic year. Requirements for graduation may vary depending on the semester in which a student is admitted to their program. Current/continuing students should consult their student center account for specific graduation requirements. Program requirements are subject to change.

FIRST YEAR

First Semester		Credits	Hrs/week Lec-Lab
10-103-123	Windows 7 (Qtr. 1)	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-Beginning (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	

* Course offered only fall semester.

** Course offered only spring semester.

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.

10-106-103 Records Management 2 credits

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

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. Student must be able to touch type, which is defined as using the correct key reaches and not looking at the keys while typing, at a minimum rate of 20 words per minute.

10-106-165 Medical Office Procedures 3 credits

This class is designed to emphasize administrative procedures in the electronic medical office environment. Competencies include: Communication, reception, appointment scheduling, records management, telephone procedures, daily transactions, medical billing and collecting, insurance and coding basics, composing routine business correspondence, keeping an inventory of supplies, meeting management, and travel itineraries. Prerequisite/co-requisite: 10-103-137, 10-106-178; AND sufficient scores on the COMPASS test to allow for enrollment in 10-801-195 Written Communication; or completion of or concurrent enrollment in Written Communication or English 1.

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. Prerequisites/corequisites: 10-106-178 and sufficient scores on the COMPASS test (scores that allow for enrollment in Written Communication), or completion or concurrent enrollment in Written Communication or English 1.

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. Prerequisites: 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. Prerequisites: 10-106-166 and 10-106-170. Corequisite: 10-106-179.

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

This course is designed to give the beginning business student an insight into medical language. Students will explore how medical terms are formed, become familiar with the meaning of many word roots, prefixes, and suffixes, and spell, define, and pronounce many medical terms by understanding word components. Students will also exhibit mastery in the use of medical dictionaries and reference materials. Fundamentals will be discussed as they relate to evaluation of health practices by body system and by the body as a whole.

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 or MS Excel software. Project management and coordination techniques and concepts are learned by participating in team projects and completing a personal project plan.

10-106-190 Professional Development 1 credit

Using the internet and traditional methods, research the job market, develop a job search/career portfolio, and explore networking. Create a professional image for job search. The portfolio includes a resume, cover letter, thank-you letter, reference sheet, work samples and other job search materials.

10-106-194 Career Management 1 credit

Identification of factors associated with job success; conflict resolution, proper etiquette, harassment performance appraisal, employee benefits and adopting change.

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 in one of the last 2 semesters before graduation. Suggested completion in last semester 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. Suggested completion of 10-106-178.

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
10-103-128	PowerPoint-Intermediate	1 credit
10-101-139	Quickbooks Pro	1 credit
10-106-106	Business Writing and Research	2 credits
10-103-186	MS Project	2 credits
10-109-102	Fundamentals of Meeting Management	3 credits
10-106-173	Medical Transcription Virtual Practicum	2 credits
10-106-187	Exploring Business Technologies	2 credits

(if seats are available at open registration)

Career Potential:

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

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

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

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

Madison Area Technical College provides equal opportunity in education and employment.