

## Medical Administrative Specialist Curriculum Map

Program offered at Ashland, New Richmond, Rice Lake, and Superior  
Check out this program at <http://www.witc.edu/programs/progcerts.htm>



School Year 2006-2007

### Medical Administrative Specialist

(Two-Year)  
Associate Degree (10-106-4)



#### Job Titles

Medical Administrative Specialist  
 Medical Secretary  
 Medical Receptionist  
 Hospital Admissions Representative  
 Medical Transcriptionist  
 Insurance Specialist  
 Patient Account Representative  
 Clinic Coder  
 Health Unit Coordinator (HUC)

### Baldwin-Woodville High School

First Semester		Second Semester	
<b>10103120</b> <b>10103128</b> <b>10103129</b> 10106110 10106130 10106146 10106165 10801196	<b>MS Excel</b> <b>Introduction to Microcomputers</b> <b>Introduction to MS Office</b> Document Formatting Medical Terminology 1 Proofreading for the Office Information Management Oral/Interpersonal Communication	<b>10103103A</b> 10106131 10106135 10106136 10801195 10804125	<b>MS Word A</b> Medical Terminology 2 Medical Document Production Medical Office Procedures Written Communication Business Math
Third Semester		Fourth Semester	
<b>10101115</b> 10106134 10106148 10510135  10809195 <b>or</b> 10809144	<b>Accounting Principles</b> Medical Insurance Claims Medical Transcription 1 Anatomy, Physiology, and Disease Concepts Economics <b>or</b> Principles of Macroeconomics	10105115 10105160 10106149 10801197 10809199  10890105	Professional Profile Medical Externship Medical Transcription 2 Technical Reporting Psychology of Human Relations Job Quest
Helpful High School Courses		Electives	
Keyboarding Computer Applications English/Grammar Accounting		10106197 10106198	ICD Diagnostic Coding CPT Procedural Coding

Courses reflected in **red** are approved for advanced standing with WITC.

Note: Course sequence may vary by campus.