



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

## 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)

### Bayfield High School

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