

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)

Butternut 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
10106110	Document Formatting	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	
10101115	Accounting Principles	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
or	or	10890105	Job Quest
10809144	Principles of Macroeconomics		
Helpful High School Courses		Electives	
Keyboarding Computer Applications English/Grammar Accounting		10106197	ICD Diagnostic Coding
		10106198	CPT Procedural Coding

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

Note: Course sequence may vary by campus.