

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)

Mellen High School			
First Semester		Second Semester	
10103120 10103128 10103129 10106110 10106130 10106146 10106165 10801196	MS Excel Introduction to Microcomputers Introduction to MS Office Document Formatting Medical Terminology 1 Proofreading for the Office Information Management Oral/Interpersonal Communication	10103103A 10106131 10106135 10106136 10801195 10804125	MS Word A Medical Terminology 2 Medical Document Production Medical Office Procedures Written Communication Business Math
Third Semester		Fourth Semester	
10101115 10106134 10106148 10510135 10809195 or 10809144	Accounting Principles Medical Insurance Claims Medical Transcription 1 Anatomy, Physiology, and Disease Concepts Economics or 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.