# 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](http://www.witc.edu/programs/progcerts.htm)

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## 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)

## New Richmond High School

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<th>First Semester</th>
<th>Second Semester</th>
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- MS Excel
- Introduction to Microcomputers
- Introduction to MS Office
- Document Formatting
- Medical Terminology 1
- Proofreading for the Office
- Information Management
- Oral/Interpersonal Communication
- MS Word A
- Medical Terminology 2
- Medical Document Production
- Medical Office Procedures
- Written Communication
- Business Math

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<th>Third Semester</th>
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- Accounting Principles
- Medical Insurance Claims
- Medical Transcription 1
- Anatomy, Physiology, and Disease Concepts
- Economics
- Principles of Macroeconomics
- Professional Profile
- Medical Externship
- Medical Transcription 2
- Technical Reporting
- Psychology of Human Relations
- Job Quest

## Helpful High School Courses

- Keyboarding
- Computer Applications
- English/Grammar
- Accounting

## Electives

- ICD Diagnostic Coding
- CPT Procedural Coding

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

Note: Course sequence may vary by campus.