



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)

## New Richmond High School

First Semester		Second Semester	
10103120 <b>10103128</b> <b>10103129</b> 10106110 10106130 10106146 10106165 10801196	MS Excel <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 <b>10801195</b> 10804125	<b>MS Word A</b> Medical Terminology 2 Medical Document Production Medical Office Procedures <b>Written Communication</b> Business Math
Third Semester		Fourth Semester	
<b>10101115</b> 10106134 10106148 <b>10510135</b> <b>10809195</b> 10809144	<b>Accounting Principles</b> Medical Insurance Claims Medical Transcription 1 <b>Anatomy, Physiology, and Disease Concepts</b> <b>Economics</b> 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.