### 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)

### Osceola High School

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>10103120 MS Excel</td>
<td>10103103A MS Word A</td>
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<tr>
<td>10103128 Introduction to Microcomputers</td>
<td>10106131 Medical Terminology 2</td>
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<tr>
<td>10103129 Introduction to MS Office</td>
<td>10106135 Medical Document Production</td>
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<tr>
<td>10106110 Document Formatting</td>
<td>10106136 Medical Office Procedures</td>
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<td>10106130 Medical Terminology 1</td>
<td>10801195 Written Communication</td>
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<tr>
<td>10106146 Proofreading for the Office</td>
<td>10804125 Business Math</td>
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<tr>
<td>10106165 Information Management</td>
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<td>10801196 Oral/Interpersonal Communication</td>
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<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>10101115 Accounting Principles</td>
<td>10105115 Professional Profile</td>
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<tr>
<td>10106134 Medical Insurance Claims</td>
<td>10105160 Medical Externship</td>
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<tr>
<td>10106148 Medical Transcription 1</td>
<td>10106149 Medical Transcription 2</td>
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<tr>
<td>10510135 Anatomy, Physiology, and Disease Concepts</td>
<td>10801197 Technical Reporting</td>
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<tr>
<td>10809195 Economics</td>
<td>10809199 Psychology of Human Relations</td>
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<tr>
<td>10809144 Principles of Macroeconomics</td>
<td>10890105 Job Quest</td>
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<thead>
<tr>
<th>Helpful High School Courses</th>
<th>Electives</th>
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<tbody>
<tr>
<td>Keyboarding</td>
<td>10106197 ICD Diagnostic Coding</td>
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<tr>
<td>Computer Applications</td>
<td>10106198 CPT Procedural Coding</td>
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<tr>
<td>English/Grammar</td>
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<tr>
<td>Accounting</td>
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Courses reflected in **red** are approved for advanced standing with WITC.  
Note: Course sequence may vary by campus.