

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)

Siren High School

First Semester		Second Semester	
10103120 MS Excel 10103128 Introduction to Microcomputers 10103129 Introduction to MS Office 10106110 Document Formatting 10106130 Medical Terminology 1 10106146 Proofreading for the Office 10106165 Information Management 10801196 Oral/Interpersonal Communication	10103103A MS Word A 10106131 Medical Terminology 2 10106135 Medical Document Production 10106136 Medical Office Procedures 10801195 Written Communication 10804125 Business Math		
Third Semester		Fourth Semester	
10101115 Accounting Principles 10106134 Medical Insurance Claims 10106148 Medical Transcription 1 10510135 Anatomy, Physiology, and Disease Concepts 10809195 Economics or 10809144 Principles of Macroeconomics	10105115 Professional Profile 10105160 Medical Externship 10106149 Medical Transcription 2 10801197 Technical Reporting 10809199 Psychology of Human Relations 10890105 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.