

## 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)

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

Note: Course sequence may vary by campus.