## Business, Management and Administration: Administrative and Information Support: Medical Administrative Specialist

### Career Pathway Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty

This Career Pathway Plan of Study (based on the Health Informatics Pathway of the Health Science Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner’s educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.*

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<th>EDUCATION LEVELS</th>
<th>GRADE</th>
<th>English/ Language Arts</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies/ Sciences</th>
<th>Other Required Courses and/or Electives Learner Activities</th>
<th>Career and Technical Courses and/or Degree Major Courses for Health Informatics Pathway: Medical Administrative Specialist</th>
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<td>College Placement Assessments-Academic/Career Advisement Provided</td>
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**Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.**

### WITC MEDICAL ADMINISTRATIVE SPECIALIST

**Advanced Standing Option**

| Year | Written Communication; Oral/Interpersonal Communication | Math with Business Applications | Introduction to Sociology | Economics; Introduction to Psychology | Choice Elective: 3 credits Alternate Course: Race, Ethnic, and Diversity Studies; Job Quest | Accounting Principles; Professional Profile; Medical Extremity; Medical Insurance Claims; Medical Transcription 1; Medical Transcription 2; Anatomy, Physiology, and Disease Concepts | Computer and Business Technologies; MS Word A; MS Excel A; MS Access A; Document Formatting; Medical Terminology 1; Medical Terminology 2; Medical Document Production; Medical Office Procedures; Proofreading for the Office; Information Management |        |        |
|------|----------------------------------------------------------|--------------------------------|--------------------------|---------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------|
| 13   |                                                          |                                |                          |                                       |                                                                                      |                                                                                                              |        |        |
| 14   | Technical Reporting                                      |                                |                          |                                       |                                                                                      |                                                                                                              |        |        |

**Transcripted Credit Option**

**Master's Required**

| Year | WITC has articulation agreements with the following institutions for students who graduate from WITC with an Associate Degree in Medical Administrative/Specialist. Students should check with the institution they wish to transfer to for specific courses and credits that transfer.  
**PRIVATE:** Bellevue University, Bellevue, Nebraska or Online Program – Capella University, Online Programs – College of St. Scholastica - Duluth, MN - Franklin University, Online Programs – Lakeland College, Sheboygan, WI – Upper Iowa University, Fayette, IA or Online Programs  
**UW:** UW-Stout | Credits may transfer to other institutions. Check with admissions advisors at institutions for specific course and/or credit transfers. | | | | | | | |
| 15 |                                                          | | | | | | | |
| 16 |                                                          | | | | | | | |

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Bayfield High School

**Occupations Requiring Less than Baccalaureate Degree**

- Admitting Clerk
- Community Services Specialist
- Data Analyst
- Data Information Manager
- Health Information Coder
- Medical Assistant
- Medical Biller
- Medical Information Technologist
- Patient Financial Services Representative
- Pharmacy Services Associate
- Reimbursement Specialist
- Transcriptionist
- Unit Coordinator

**Occupations Requiring Baccalaureate Degree**

- Applied Researcher
- Epidemiologist
- Ethicist
- Health Care Administrator
- Health Educator
- Medical Librarian/Cybrarian
- Public Health Educator
- Risk Manager
- Utilization Manager

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