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.

### EDUCATION LEVELS

<table>
<thead>
<tr>
<th>GRADE</th>
<th>English/ Language Arts</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies/ Sciences</th>
<th>Other Required Courses</th>
<th>Other Electives</th>
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<th>Learner Activities</th>
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**SECONDARY**

College Placement Assessments-Academic/Career Advisement Provided

<table>
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<tr>
<th>Year</th>
<th>Written Communication; Oral/Interpersonal Communication</th>
<th>Math with Business Applications</th>
<th>Introduction to Sociology</th>
<th>Economics; Introduction to Psychology</th>
<th>Choice Elective: 3 credits Alternate Course: Race, Ethnic, and Diversity Studies; Job Quest</th>
<th>Accounting Principles; Professional Profile; Medical Extremity; Medical Insurance Claims; Medical Transcription 1; Medical Transcription 2; Anatomy, Physiology, and Disease Concepts</th>
<th>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</th>
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**SAMPLE Occupations Relating to This Pathway**

Cumberland High School

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

### Articulation/Dual Credit

Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.

**WITC MEDICAL ADMINISTRATIVE SPECIALIST**

- Transcripted Credit Option
- Advanced Standing Option

Year 15

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.

Project funded by the U.S. Department of Education (VO51B020001)