

# Medical Administrative Specialist

10-106-4 Associate Degree

Financial Aid Eligible

## Program Overview

This associate degree program will prepare you for a career in a hospital, clinic, HMO, private practice, insurance and billing company, nursing home, educational institution, or a pharmaceutical company. In addition to occupational-related classroom activities, you will have the opportunity to gain on-the-job experience through a required externship.

Offered at:



**Ashland**  
**New Richmond**  
**Rice Lake**  
**Superior**

## Student Profile

As a Medical Administrative Specialist student, you should be able to:

- Follow instructions quickly and accurately under pressure
- Express your ideas orally and in writing
- Keep records and prepare reports
- Be outgoing and tactful when dealing with patients

## Preparation for Admission

The following experiences will help you prepare for this program:

- Keyboarding
- Computer Applications
- English/Grammar
- Accounting

Key to your success in this program is attentiveness to detail and effective human relations skills.

## Program Outcomes

Your employer will expect you, as a Medical Administrative Specialist graduate, to be able to:

- Perform medical administrative procedures including registration, reception, scheduling, and other general office management tasks.
- Efficiently and accurately use computer application software and medical terminology to prepare, transcribe, and maintain medical documents.
- Communicate professionally maintaining confidentiality and high ethical standards.
- Manage and maintain charts and financial records.
- Prepare and process insurance claims using procedural and diagnostic coding.
- Successfully demonstrate core abilities.

## Career Outlook

Medical Administrative Specialist is one of the fastest growing occupations in the health care industry. They are in demand because of their knowledge of medical transcription, coding, and insurance. The typical positions available to you after graduation include:

- Medical Administrative Specialist
- Medical Secretary
- Medical Receptionist
- Hospital Admissions Representative
- Medical Transcriptionist
- Insurance Specialist
- Patient Account Representative
- Clinic Coder
- Health Unit Coordinator (HUC)

## Curriculum

Number	Course Title	Credits
<b>Technical Studies Courses</b>		
10101115	Accounting Principles	3
10103103A	MS Word A	1
10103123A	MS Access A	1
10103124A	MS Excel A	1
10105115	Professional Profile	1
10105160	Medical Externship	1
10106110	Document Formatting	2
10106130	Medical Terminology 1	3
10106131	Medical Terminology 2 ▲	3
10106134	Medical Insurance Claims ▲	3
10106135	Medical Document Production ▲	3
10106136	Medical Office Procedures ▲	3
10106146	Proofreading for the Office	3
10106148	Medical Transcription 1 ▲	3
10106149	Medical Transcription 2 ▲	3
10106165	Information Management	2
10106167	Computer and Business Technologies	1
10510135	Anatomy, Physiology, and Disease Concepts	2
10890105	Job Quest	1
		<u>40</u>
<b>General Studies Courses</b>		
10801195	Written Communication ♦	3
10801196	Oral/Interpersonal Communication	3
10801197	Technical Reporting ▲	3
10804123	Math with Business Applications	3
10809144	Macroeconomics	3
10809196	Introduction to Sociology or	3
10809172	Race, Ethnic and Diversity Studies	3
10809198	Introduction to Psychology	3
		<u>21</u>
	ELECTIVES	3
	PROGRAM REQUIREMENTS	<b>64</b>
	▲ This course requires a prerequisite and/or corequisite, and must be completed with a grade of "C-" or better.	
	♦ Appropriate placement score or Introduction to College Writing course required.	

# Course Descriptions

**1010115**

**Accounting Principles - Credits: 3**

Basic accounting course for non-accounting majors. General accounting procedures through double entry system. Basic applications.

**10103103A**

**MS Word A - Credits: 1**

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

**10103103A**

**MS Access A - Credits: 1**

An introduction to a database software package using Microsoft Access. Students learn to create, edit, sort, search, and query a database. They also learn to print basic database reports.

**10103124A**

**MS Excel A - Credits: 1**

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

**10105115**

**Professional Profile - Credits: 1**

A course to strengthen the professional image. Students begin to develop self-awareness of elements affecting their personal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

**10105160**

**Medical Externship - Credits: 1**

An externship is actual work experience in a medical office which provides the student with a variety of tasks. The sites are usually clinics or hospitals but can be other medical-related offices as well. The instructor and student will work together to secure an externship which will be acceptable to all parties. Instructor approval is recommended prior to enrolling in this course.

**10106110**

**Document Formatting - Credits: 2**

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy.

**10106130**

**Medical Terminology 1 - Credits: 3**

This course presents the principles of medical word construction through identification of root words, prefixes, suffixes, combining forms, and methods of building medical terms. Emphasis is placed on correct medical word spelling, pronunciation, and definition, while introducing terminology specific to various body systems. The course is arranged by body system so that the student will recognize organs and anatomical terms as they relate to each system.

**10106131**

**Medical Terminology 2 - Credits: 3**

This course will prepare the learner to use and understand the language of medicine for accurate medical documentation. Students will learn to spell, pronounce, analyze, and define medical terms. Use of reference materials to aid in this process along with identification of common medical abbreviations and pharmacological and anatomical terminology will also be incorporated. This lab- and project-based course uses oral and written communication skills and group work. The learner should have experience in identifying the basic medical terminology components (prefixes, suffixes, word roots, and combining forms) including spelling, defining, and pronouncing word components and complete terms. PREREQUISITE: 10106130 Medical Terminology 1.

**10106134**

**Medical Insurance Claims - Credits: 3**

This course presents common health insurance terminology and selected private and government insurance coverages. Students are introduced to basic principles of disease coding and procedural coding from the physician/provider perspective and follow the life cycle of the medical insurance claim with the aim of accurate and efficient reimbursement for services provided. This is not for experienced coders. PREREQUISITE: 10106130 Medical Terminology 1.

**10106135**

**Medical Document Production - Credits: 3**

This course is designed to expand the student's medical vocabulary and develop skill in keyboarding, formatting, editing, storing, and printing medical documents on microcomputers. Emphasis is placed on speed building and accuracy improvement. PREREQUISITE: 10106130 Medical Terminology 1.

**10106136**

**Medical Office Procedures - Credits: 3**

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to work independently and as a team member, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, plan travel, apply ergonomics and office safety, set up an office records system, prepare medical documents, and use medical computer software efficiently. COREQUISITE: 10106135 Medical Document Production.

**10106146**

**Proofreading for the Office - Credits: 3**

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

**10106148**

**Medical Transcription 1 - Credits: 3**

Students are introduced to clinic and hospital transcription covering most medical specialties. Correct spelling, grammar, punctuation, and formatting of medical reports are emphasized through review and practice, using transcribing equipment. Microcomputers are used. COREQUISITE: 10106135 Medical Document Production.

**10106149**

**Medical Transcription 2 - Credits: 3**

This course introduces the student to more difficult hospital-based transcription covering many medical specialties including radiology, oncology, cardiology, hematology, infectious diseases, general surgery, plastic surgery, dentistry, oral surgery, neurology/neurosurgery, psychiatry, urology/nephrology, obstetrics/gynecology, pediatrics, neonatology, otorhinolaryngology, ophthalmology, respiratory/pulmonary medicine, gastroenterology, and pathology. PREREQUISITE: 10106148 Medical Transcription 1.

**10106165**

**Information Management - Credits: 2**

This course will include coverage of the different indexing systems (alphabetic, numeric, subject, geographic, and chronological) as well as an overview of the entire records management function—planning, designing, classifying, controlling, and evaluation. Electronic filing methods are utilized at locations where equipment is available.

**10106167**

**Computer and Business Technologies - Credits: 1**

Learners will gain knowledge on computer hardware, basic computer operations, and the operating system. An emphasis will be placed on file/document management in a network environment and on a standalone personal computer. Learners will become familiar with the World Wide Web by accessing the Internet through browser software. Learners will use e-mail and learn how to communicate properly through e-mail and optional online vehicles. Learners will use search engines/databases for research purposes and proper validation techniques.

**10510135**

**Anatomy, Physiology, and Disease Concepts - Credits: 2**

This course is a study of human anatomical structure, physiology, and the basic mechanisms of disease. It is designed to meet the unique educational needs of the medical secretary/office personnel. The course focuses on assessment, diagnosis, and treatment of commonly occurring medical conditions. The course will be structured to application of the content through case studies and group discussions. It is meant to provide a solid knowledge base for students entering work in health care settings. It is recommended that the student have a basic knowledge of medical terminology.

**10890105**

**Job Quest - Credits: 1**

This course is designed to enhance the student's ability to seek, obtain, and retain employment. Assessment of personal characteristics, job-seeking and retention skills, preparation of employment-related documents, and interviewing strategies are included.

## Graduate Employment Information

(WITC Graduate Survey Responses 2005-2006)

Number of graduates	40	Number employed	34	% employed in WITC district	61%
Number of responses	38	Percent employed	97%	Range of yearly salary	\$18,719-\$31,198
Number available for employment	35	Employed in related field	23	Average yearly salary	\$23,219

*career vision*