

MEDICAL ADMINISTRATIVE SPECIALIST

Learn the current technology and office procedures to prepare you for employment in today's medical office.

This program prepares individuals for employment as an Information Technology Assistant, Front Desk Specialist, Medical Office Technologist, and Medical Administrative Specialist. Students will learn to perform medical administrative duties utilizing knowledge of medical terminology and medical office procedures and software (**Medical Manager and Medisoft**). Instruction also includes transcription of reports, such as case histories, and the use of legal and insurance forms.

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Medical Administrative Specialist. The content includes the use of technology to develop communication skills, higher-level thinking skills, and decision-making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

SOFTWARE: Microsoft Office 2003, Medisoft, Medical Manager

PROGRAM OUTCOMES

After successfully completing the program, the student will be able to:

- Perform telephone activities
- Perform mathematics computations
- Perform keyboarding activities
- Perform filing activities
- Perform business records activities
- Perform communication activities
- Demonstrate a knowledge of human relations skills
- Exhibit appropriate grooming habits
- Perform job application activities
- Perform data/information processing activities
- Develop leadership skills
- Perform machine transcription activities
- Perform medical office functions
- Perform decision making activities



REGISTRATION REQUIREMENTS

Students must take the Tests of Adult Basic Education (TABE) prior to entering the program.

COMPLETION TIME

The program length 1050 hours.
(approximately one year)

CAREER OPPORTUNITIES

This program prepares a student for these employment positions: Information Technology Assistant, Front Desk Specialist, Medical Office Technologist Medical Administrative Specialist and more!

CERTIFICATES

- A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.
- Prepare for industry certifications such as Microsoft Word, Excel, Access, PowerPoint, and Outlook Specialist; Word and Excel Expert; Microsoft Office Master; and IC3.



SALARY RANGE

\$20,300 - \$37,000 annual salary

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