

MEDICAL ADMINISTRATIVE SPECIALIST



Associate of Applied Science Degree 10-160-4

The Medical Administrative Specialist Associate Degree program provides educational opportunities for those interested in working in a variety of health care office settings including medical office, clinic, hospitals, public health departments, insurance companies, and medical product manufacturers. Medical Administrative Specialist students receive specialized training in medical ethics, records management, office procedures, medical terminology, human anatomy, health insurance, medical billing, medical transcription, coding, and MS Office Suite software.

Upon successful completion of this program, students will be able to:

- Demonstrate the medical legal aspects of health care office practices including confidentiality of health records, release of information, patient's rights, health records as legal evidence, informed consent, malpractice, agency, physician and employee liability.
- Produce quality medical documents.
- Use medical terminology and knowledge of the human body systems in performing essential functions in business health care setting.
- Perform financial practices through analysis of payer data and reimbursement methods.
- Demonstrate professionalism in a healthcare setting.
- Perform routine healthcare administrative procedures

Semester 1		Credits
102-148	Introduction to Business and Management	3
106-127	Administrative Office Communications	3
501-101	Medical Terminology	3
501-107	Digital Literacy for Health Care	2

801-136	English Composition 1	3
Credits		14
Semester 2		
106-142	Customer Service Essentials	1
160-113	Health Insurance	3
160-114	Healthcare Records Management	3
160-118	Pharmacology for Medical Administrative Coder and Medical Administrative Specialist	2
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
806-194	Survey of Anatomy and Physiology	3
Credits		15-16
Semester 3		
103-107	Intermediate Excel	2
160-105	Medical Editing and the Electronic Medical Record	3
103-128	Introduction to Microsoft Office Suites	2
160-136	Patient Billing and Reimbursement	4
530-102	Medical Office Coding I	3
801-198	Speech	3
Credits		17
Semester 4		
160-103	Medical Transcription	4
160-124	Supervised Occupational Experience-Medical Office	1
106-147	Administrative Office Management 1	1
106-150	Administrative Office Management 2	1

809-166	Introduction to Ethics: Theory and Application	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
Credits		16
Total Credits		62-63

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
806-194	Survey of Anatomy and Physiology	3
809-166	Introduction to Ethics: Theory and Application	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3