



## **Medical Administrative Specialist Program Description(s)**

### **Industry Description**

Medical administrative specialists perform a variety of tasks necessary to run a medical office or within an insurance or related office. In a large medical office, the medical administrative specialist will focus on more of the non-patient, office duties working more directly with the administrative team of the facility (with other medical office personnel such as receptionists/schedulers working at the receptionist desk and scheduling appointments).

In a small office, the medical administrative specialist's job many include a greater variety of duties, including transcribing reports, composing and processing correspondence, accounting for payments and posting charges, completing insurance forms, coordinating patient care, scheduling patient appointments, recording and delivering messages, maintaining financial records, maintaining patient files, making calls for physicians, arranging hospital admissions, and arranging physicians' meetings/conferences.

The medical office is a rapidly changing office setting as more and more functions are being automated. Doctors and nurses are being trained to input more of their own data and voice transcription is increasingly used in hospitals and clinics. This is leaving the medical administrative specialist with more time to do more administrative work; and the need for good computer skills; excellent communication and organizational skills, and interpersonal skills continues to grow.

### **Wages /Outlook/Advancement**

Wage information is available from the Minnesota Department of Education and the [Minnesota Department of Employment and Economic Development](#)

Medical secretaries generally advance by being promoted to other positions with more responsibility. Some become office managers. Medical secretary experience can also lead to jobs as sales representatives for drug companies or for manufacturers of computer software.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

## Careers

In the fast-growing healthcare field, the medical administrative assistant functions in physicians' offices, health clinics, outpatient facilities, medical laboratories, hospitals, health insurance companies, medical supplies and equipment businesses, and pharmaceutical companies.

Job duties/skills may include the following:

- transcribing medical documents/reports
- accounting for payments and posting charges
- coordinating patient care
- recording and relaying messages
- processing insurance claims
- maintaining patient files
- scheduling patient appointment
- arranging hospital admissions
- maintaining various financial records
- scheduling surgeries
- making calls for physicians and other healthcare professionals
- arranging physicians' meetings and conferences
- using automated record system to access enter, and edit patient information
- composing and processing correspondence

## Program Description

The Medical Administrative Specialist program consists of administrative courses, designed to develop basic office and computer skills, and additional credits of specialized medical office courses.

In addition to keyboarding and basic computer skills, the student will receive training in communications, word processing and other advanced software, anatomy and physiology, medical terminology, medical office procedures, and (as an elective) medical transcription.

In the fast-growing healthcare field, the medical administrative assistant functions in physicians' offices, health clinics, outpatient facilities, medical laboratories, hospitals, health insurance companies, medical supplies and equipment businesses, and pharmaceutical companies. Therefore, the medical administrative specialist must be extensively trained both in the administrative support area and in medical office area.

**IMPORTANT ACCUPLACER Test Requirement:** ACCUPLACER testing in math, reading and writing. Any needed developmental courses must be completed before receiving a diploma or an A.A.S. award.

## Length of Program

Associate of Applied Science	62 credits
Diploma	42 credits

**Start Dates**

Fall Semester	August
Spring Semester	January

**Program Contact(s)**

Darla Cullen

Phone (763) 576-4833

E-mail [dcullen@anokatech.edu](mailto:dcullen@anokatech.edu)

Lana Christensen

Phone (763) 576-4834

E-mail [lchristensen@anokatech.edu](mailto:lchristensen@anokatech.edu)

Joy Kuby

Phone (763) 576-4828

E-mail [jkuby@anokatech.edu](mailto:jkuby@anokatech.edu)

For information on how to apply or to schedule a campus tour please contact the [Admissions Office](#) by Phone (763) 576-4700 or by E-mail [info@anokatech.edu](mailto:info@anokatech.edu)

**Medical Administrative Specialist  
Associate in Applied Science Degree**

**62 Credits****General Education****15 Credits****ENGLISH****Choose one transferrable course**

SPEECH Choose one transferrable course

SOCIOLOGY Choose one transferrable course from ONE of these categories

OR

PSYCHOLOGY

For remaining required general education credits, choose from any transferrable general education course.

**Technical Core****46 Credits**

ADSC1010	Keyboarding I (a)	3
ADSC1031	Business English Skills (f)	3
ADSC1205	Written Business Communications (e)	3
ADSC1040	Applied Medical Terminology (g)	2
ADSC1051	Office Accounting (f)	3
ADSC1141	Integrated Software Applications (c and d)	3
ADSC1161	Microsoft PowerPoint (d)	2
ADSC1171	Microsoft Excel (d)	2
ADSC1181	Microsoft Access (d)	2
ADSC1196	Microsoft Word (b)	4

ADSC1038	Administrative Office Procedures (b & d & h)	4
ADSC1282	Medical Office Procedures (b & g)	3
ADSC1340	Business Job Seeking Skills (c)	1
COMP1000	Introduction to Computers (a)	3
HLTH1000	Disease Conditions	2
HLTH1005	Anatomy & Physiology	4
HLTH1040	Medical Terminology	2

**Elective Credits 1 Credit**

Elective credits may be taken from the list of preapproved electives (as long as that course is not in the list of required courses). It is suggested that the student confer with program advisor for recommended electives. If a student wishes to take a course to fulfill the elective requirements which has not been preapproved, student may petition to do so.

**ADSC Course Prerequisites:**

- (a) The prerequisite to this course is COMP0100 (Basic Computer Keyboarding) or equivalent.
- (b) The prerequisite to this course is ADSC1010 (Keyboarding I) or equivalent.
- (c) The prerequisite to this course is ADSC1196 (MS Word) or equivalent.
- (d) The prerequisite to this course is COMP1000 (Intro to Computers) or equivalent.
- (e) The prerequisite to this course is ADSC 1031 (Business English).
- (f) The prerequisite to this course is passing grade on the assessment testing for applicable content.
- (g) The prerequisite to this course is ADSC 1040 (Medical Terminology).
- (h) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.

**Medical Receptionist  
Diploma**

**42 Credits**

**General Education**

**7 Credits**

**Choose TWO transferrable courses from TWO of these Categories**

ENGLISH  
SPEECH  
PSYCHOLOGY or SOCIOLOGY

**Technical Core 34 Credits**

ADSC1010	Keyboarding I (a)	3
ADSC1031	Business English Skills (f)	3
ADSC1205	Written Business Communications (e)	3

ADSC1040	Applied Medical Terminology (g)	2
ADSC1196	Microsoft Word (b)	4
ADSC 1038	Administrative Office Procedures (b & d & h)	4
ADSC1282	Medical Office Procedures (b & g)	3
ADSC1340	Business Job Seeking Skills (c)	1
COMP1000	Introduction to Computers (a)	3
HLTH1000	Disease Conditions	2
HLTH1005	Anatomy & Physiology	4
HLTH1040	Medical Terminology	2

**Elective Credit**

**1 Credit**

Elective credits may be taken from the list of preapproved electives (as long as that course is not in the list of required courses). It is suggested that the student confer with program advisor for recommended electives. If a student wishes to take a course to fulfill the elective requirements which has not been preapproved, student may petition to do so.

**ADSC Course Prerequisites:**

- (a) The prerequisite to this course is COMP0100 (Basic Computer Keyboarding) or equivalent.
- (b) The prerequisite to this course is ADSC1010 (Keyboarding I) or equivalent.
- (c) The prerequisite to this course is ADSC1196 (MS Word) or equivalent.
- (d) The prerequisite to this course is COMP1000 (Intro to Computers) or equivalent.
- (e) The prerequisite to this course is ADSC 1031 (Business English).
- (f) The prerequisite to this course is passing grade on the assessment testing for applicable content.
- (g) The prerequisite to this course is ADSC 1040 (Medical Terminology).
- (h) A documented keyboarding skill of 50 WPM will be required to successfully pass this course.