Medical Administrative Specialist

ASSOCIATE DEGREE
Program Code: 10-106-4 | Downtown Milwaukee Campus

If you have an interest in the business or academic aspects of the health field, this program is a good fit for your career plans. Classes are taught at the Downtown Milwaukee Campus Health Education Center (HEC), 1311 North Sixth Street. Courses are offered in a blended format, which may include traditional classroom instruction and an online component.

Career Outlook
The employment outlook is favorable. Job responsibilities may include serving as liaison between the healthcare facility and community, assisting with academic research, preparing electronic medical records, or processing insurance claims and patient statements.

Workplace Competencies
Employers expect graduates to:

• Compose and prepare accurate medical documents and presentations using business software
• Use medical terminology and English language correctly in oral and written messages
• Abstract patient information accurately
• Create and maintain records using medical-specific software
• Demonstrate knowledge of insurance-related practices
• Apply HIPAA guidelines as appropriate

Admission Requirements
• A high school diploma or GED
• Demonstration of basic skills through a course placement assessment

Start dates: August and January

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You can earn the Medical Billing technical diploma on your way to completing this degree.

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Curriculum

TECHNICAL STUDIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OFTECH-122</td>
<td>Business English Essentials</td>
<td>3</td>
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<tr>
<td>OFTECH-124</td>
<td>Medical Office Terminology 1</td>
<td>3</td>
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<tr>
<td>OFTECH-136</td>
<td>Keyboarding Skill Development 1 ‡ ^</td>
<td>1</td>
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<tr>
<td>RBUS-102</td>
<td>Mathematics of Business</td>
<td>3</td>
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<tr>
<td>ACCTG-102</td>
<td>Basic Office Accounting ^</td>
<td>3</td>
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<tr>
<td>OFTECH-119</td>
<td>Information Management</td>
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<tr>
<td>OFTECH-125</td>
<td>Medical Office Terminology 2 ‡</td>
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<tr>
<td>OFTECH-133</td>
<td>Business Document Production 1 ‡</td>
<td>3</td>
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<tr>
<td>OFTECH-135</td>
<td>Medical Document Production ‡</td>
<td>3</td>
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<tr>
<td>COMPSW-106</td>
<td>Introduction to MS Office ^</td>
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<tr>
<td>OFTECH-148</td>
<td>Machine Transcription Proofreading and Editing/</td>
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<td></td>
<td>Medical ‡</td>
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<td>OFTECH-142</td>
<td>Administrative Procedures for the Medical Office ‡</td>
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<td>RBUS-140</td>
<td>Medical Insurance Principles and Coding ‡</td>
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<td>OFTECH-174</td>
<td>Medical Claims Reimbursement ‡</td>
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<td>OFTECH-112</td>
<td>Computerized Medical Billing ‡</td>
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<tr>
<td>RBUS-111</td>
<td>Business Communications ‡</td>
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<tr>
<td>OFTECH-197</td>
<td>Medical Office Career Investigation ‡</td>
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GENERAL STUDIES

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ECON-195</td>
<td>Economics</td>
<td>3</td>
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<td>(or) Any 200-series ECON course</td>
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<tr>
<td>ENG-151</td>
<td>Communication Skills 1 ‡</td>
<td>3</td>
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<td>(or) ENG-201 and any 200-series ENG or SPEECH course</td>
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<tr>
<td>NATSCI-189</td>
<td>Basic Anatomy ^</td>
<td>3</td>
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<td>(or) Any 200-series Anatomy course</td>
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<tr>
<td>NATSCI-172</td>
<td>Basic Nutritional Science</td>
<td>3</td>
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<td>(or) Any 200-series NATSCI course</td>
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<tr>
<td>PSYCH-199</td>
<td>Psychology of Human Relations</td>
<td>3</td>
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<td></td>
<td>(or) Any 200-series PSYCH course</td>
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<tr>
<td>SOCSCLI-197</td>
<td>Contemporary American Society</td>
<td>3</td>
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<tr>
<td></td>
<td>(or) Any 200-series SOCSCLI or HIST course</td>
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TOTAL CREDITS: 69

‡ Prerequisite required.
Program curriculum requirements are subject to change.

^ Counts toward earning the Medical Billing diploma.

This Associate in Applied Science program will transfer to one or more four-year institutions.

For complete information, go to matc.edu/business/index.cfm
To apply for financial aid, visit fafsa.ed.gov
School Code: 003866

Possible Careers

• Insurance Specialist
• Medical Billing
• Medical Office Coordinator
• Medical Transcription

Related Programs

• Medical Billing
• Health Unit Coordinator
• Medical Coding Specialist

For more information: matc.edu or 414-297-MATC
Wisconsin Relay System 711

Downtown
Milwaukee Campus
700 West State Street
Mequon Campus
5555 West Highland Road
Oak Creek Campus
6665 South Howell Avenue
West Allis Campus
1200 South 71st Street