

Medical Administrative Specialist

PROGRAM CODE: 31-160-4



Technical Diploma



COURSE	CREDITS
BRHLTH-124 Medical Office Terminology 1 ^	3
OFTECH-101 Office Technologies 1 ^	3
OFTECH-103 Keyboard and Keypad ^	1
OFTECH-122 Business English Essentials ^	3
OFTECH-119 Information Management	3
OFTECH-104 Budget Basics for Support Personnel	3
BRHLTH-125 Medical Office Terminology 2 ‡ ^	3
OFTECH-133 Business Document Production 1 ‡	3
BIOSCI-189 Basic Anatomy ^ (or) Any 200-level BIOSCI course	3
BRHLTH-135 Medical Document Production ‡	3
BRHLTH-140 Electronic Health Records: Administrative Application ‡	3
BRHLTH-142 Administrative Procedures for the Medical Office ‡	3
BRHLTH-170 Medical Insurance Principles and Coding ‡ ^	3
BADM-110 Business Communications With Technology	3
BRHLTH-112 Computerized Medical Billing ‡ ^	3
BRHLTH-174 Medical Claims Reimbursement ‡ ^	2
BRHLTH-197 Medical Office Career Investigation ‡ ^	3

Location: West Allis Campus

Start Dates: August and January

Admission Requirement: High school diploma or GED

Employers may require background checks, drug testing, immunizations or signed statements of confidentiality.

Financial Aid Eligible: Yes.

Apply at fafsa.gov. Use School Code 003866.

Program Description

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. Courses are offered in a blended format, which may include traditional classroom instruction and an online component.

Career Outlook

Work may include assisting with academic research, preparing electronic medical records or processing insurance claims. Employment opportunities are expected to increase.

Program Learning Outcomes

- Perform routine healthcare administrative procedures.
- Process insurance claims.
- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Maintain internal and external relationships.
- Model professionalism in the workplace.



Complete Program Details

QUESTIONS? 414-456-5323, 414-297-8903 or leadpathway@matc.edu

CREDITS

Total credits needed to complete this diploma

48

‡ Prerequisite required.

^ Counts toward earning the Medical Billing technical diploma.

Program curriculum requirements are subject to change.

Current MATC students should consult their Academic Program Plan for specific curriculum requirements.