BUSINESS

MEDICAL ADMINISTRATIVE SPECIALIST

Delivery: Majority of courses are offered online; some daytime

on campus courses are offered

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Medical	Administrative	Specialist	A.A.S. D	egree	 60	cr
Medical	Administrative	Specialist	Diploma		 44	cr

MAJOR DESCRIPTION

This program prepares students to work in a variety of positions in the medical field. Some of the specialized medical courses include medical documentation, medical terminology, and anatomy and physiology.

Students also take a variety of general administrative courses covering software applications, keyboarding and communications. This program teaches the expertise needed for creating and editing documents, spreadsheets, databases, electronic presentations and Internet navigation research. Medical Administrative Assistants may be called upon to communicate, organize, coordinate, and integrate data.

This is the ideal major for people in the workforce looking for a challenge or ways to advance their careers and gives them an opportunity to obtain Microsoft Office Specialist Certification for the required certification classes.

WORK ENVIRONMENT

Medical administrative specialists are employed in hospitals, clinics, physician offices, insurance companies and other organizations connected to the medical field. Administrative duties include composing/transcribing correspondence, managing doctors' schedules, preparing professional presentations, scheduling patient appointments, maintaining patient files and transcribing patient reports.

POTENTIAL JOB TITLES

Medical Office Clerk

• Medical Office Secretary

• Medical Office Specialist

• Patient Services Representative

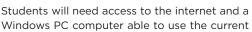
SALARY DATA

See latest data at careerwise.minnstate.edu.

Average Wage: \$22.57/hourTop Earners: \$29.71/hour

ADDITIONAL INFORMATION

Scan the QR code for more program information and specific program costs; some courses may have additional lab or instructional fees.



Microsoft Office suite and record audio and video. Depending on the computer, an external webcam, headset and microphone might be needed.



[Revised: 03/16/23]

MEDICAL ADMINISTRATIVE SPECIALIST

A.A.S. DEGREE

This is a suggested sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year -	Fall Semester 13 cr
ADMS1018	Basic Computer Applications
ADMS1020	Office Procedures
ADMS1021	Keyboarding/Formatting2
HEAL1502	Medical Terminology2
MDAS1151	Health Care Essentials
First Year -	Spring Semester 18 cr
ADMS1022	Office Support Event Management
ADMS1041	Certification Basics - Outlook
ADMS1290	Written Business Communication
ENGL1150	Composition I3
HEAL1101	Anatomy & Physiology
MDAS1271	Administrative Procedures
Second Yea	r - Fall Semester 16 cr
ADMS1010	Business English Skills
ADMS1265	Certification Basics - Excel
ADMS1260	Certification Basics - Word
ADMS1275	Certification Basics - PowerPoint3
ADMS1285	Oral Business Communications & Job Seeking Skills 2
COMS1020	Interpersonal Communication3
Second Yea	r - Spring Semester 13 cr
ADMS1040	Integrated Office Skills
ADMS1445	Capstone
	General Elective (MnTC Goal 3 or 4)3
	General Electives (any MnTC area) 6

TOTAL PROGRAM REQUIREMENTS 60

MEDICAL ADMINISTRATIVE SPECIALIST

DIPLOMA

This is a suggested sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - Fall Semester 13 cr				
ADMS1018	Basic Computer Applications			
ADMS1020	Office Procedures 4			
ADMS1021	Keyboarding/Formatting2			
HEAL1502	Medical Terminology			
MDAS1151	Health Care Essentials			
First Year -	Spring Semester 18 cr			
ADMS1022	Office Support Event Management			
ADMS1041	Certification Basics - Outlook			
ADMS1290	Written Business Communication			
ADMS1040	Integrated Office Skills			
HEAL1101	Anatomy & Physiology 4			
MDAS1271	Administrative Procedures			
Second Year - Fall Semester 13 cr				
ADMS1010	Business English Skills			
ADMS1265	Certification Basics - Excel			
ADMS1260	Certification Basics - Word			
ADMS1275	Certification Basics - PowerPoint3			
ADMS1285	Oral Business Communications & Job Seeking Skills 2			

TOTAL PROGRAM REQUIREMENTS 44



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