

MEDICAL ADMINISTRATIVE SPECIALIST

Delivery: Daytime, Online and Hybrid Classes
Start: Fall or Spring Semester, Full- or Part-Time
Location: Rosemount Campus

Outcomes

Medical Administrative Specialist Diploma 39 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 office procedures, medical terminology, and anatomy and physiology. Students also complete various communications courses, and students will become proficient in current software applications for word processing, spreadsheets and presentation graphics.

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

- Average Wage: \$19.72/hour
- Top Earners: \$22.33/hour

MEDICAL ADMINISTRATIVE SPECIALIST - DIPLOMA

This is a 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 - First Semester

ADMS1005	Keyboarding/Formatting	3
ADMS1010	Business English Skills	2
ADMS1018	Basic Computer Applications	3
ADMS1019	Receptionist Skills	2
ADMS1045	Medical Terminology	2
ADMS1057	Medical Office Procedures	4
ADMS1275	Certification Basics - PowerPoint	3
Total Credits		19

First Year - Second Semester

ADMS1040	Integrated Office Skills	3
ADMS1049	Applied Medical Terminology	3
ADMS1260	Certification Basics - Word	3
ADMS1285	Oral Business Communications/Job Seeking Skills	2
ADMS1290	Written Business Communication	2
HEAL1101	Anatomy & Physiology	4
SPEE1020	Interpersonal Communication	3
Total Credits		20

TOTAL PROGRAM REQUIREMENTS 39



DAKOTA COUNTY
TECHNICAL COLLEGE

2018-2019 CATALOG

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