

# BUSINESS

## MEDICAL ADMINISTRATIVE SPECIALIST

**Delivery:** Daytime, Online and Hybrid Classes

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

**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.*

<b>First Year - First Semester</b>	<b>19 cr</b>
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
<b>First Year - Second Semester</b>	<b>20 cr</b>
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 PROGRAM REQUIREMENTS    39**



**DAKOTA COUNTY**  
**TECHNICAL COLLEGE**

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