

# Medical Admin Specialist

PROGRAM CODE: 31-160-4

TD

Technical Diploma

**Location:** West Allis Campus**Start Dates:** August and January

**Admission Requirement:** High school diploma or equivalent. Employers may require background checks, drug testing, immunizations or signed statements of confidentiality.

**Financial Aid Eligible:** Yes. Use code 003866 at fafsa.gov.

## 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](mailto:leadpathway@matc.edu)

## COURSES

## CREDITS

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

## 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.

MATC courses are offered in person, entirely online or partially online. Check each course's delivery options in Self-Service at [selfservice.matc.edu](https://selfservice.matc.edu).