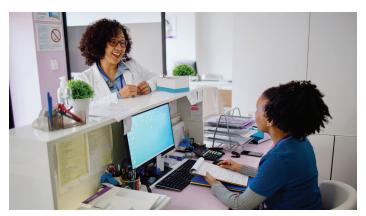
Medical Administrative Specialist

TD

Technical Diploma





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.

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 Management3
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 ^
BRHLTH-135	Medical Document Production ‡3
BRHLTH-140	Electronic Health Records: Administrative Application ${\ddagger}{\bf 3}$
BRHLTH-142	Administrative Procedures for the Medical Office \ddagger 3
BRHLTH-170	$\label{lem:medical Insurance Principles and Coding $$$^{\ }$$$
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

CREDITS

Total credits needed to complete this diploma

48

Program curriculum requirements are subject to change.

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



Complete Program Details

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

MATC.EDU | 414-297-MATC | WISCONSIN RELAY SYSTEM 711

DOWNTOWN MILWAUKEE | MEQUON | OAK CREEK | WALKER'S SQUARE | WEST ALLIS



[‡] Prerequisite required.

[^] Counts toward earning the Medical Billing technical diploma.