

Glen Oaks Community College

Medical Administrative Specialist

The Medical Administrative Specialist serves a key role in the medical office, clinic or hospital setting. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. The practitioner maintains familiarity with clinical and technical concepts to coordinate administrative office functions in the health care setting. This program is approved by American Medical Technologists (AMT is accredited by the National Commission for Certifying Agencies NCCA) as a program of study for those who wish to sit for the Certified Medical Administrative Specialist - CMAS (AMT).

Required Coursework:

ALH 205	Pharmacology*	3 Credits
ALH 218	Medical Terminology*	3 Credits
ALH 232	Administrative I – Medical Office Procedures*	4 Credits
ALH 233	Administrative II – Advanced Medical Office Procedures*	4 Credits
ALH 250	Medical Law/Ethics*	3 Credits
ALH 281	Medical Administrative Specialist Externship*	3 Credits
BAA 109	Payroll Accounting*	2 Credits
BAC 111	Contemporary Business & Technical Communications*	4 Credits
BAM 103	Business Math*	3 Credits
BAM 260	Small Business Management*	3 Credits
BIP 222	Medical Keyboarding/Word Processing*	3 Credits
COM 110	Interpersonal Communications*	3 Credits
EDP 101	Introduction to Computers and Software*	4 Credits
NSA 101	Introduction to Anatomy & Physiology*	4 Credits
OR		
NSA 210	Human Anatomy & Physiology I*	4 Credits
NSA 211	Human Anatomy & Physiology II*	4 Credits

Minimum Hours Required 46/50 Credits

*All courses have a prerequisite

- 1) The student must achieve a “C” or 2.0 GPA in all curriculum courses.
- 2) Qualifications for the externship require that students have all course work completed and an overall 2.5 GPA or above.
- 3) All instructors must recommend the student for externship.
- 4) The process of determining who will enter the program will be selective.

Effective: Fall 2011

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