

Medical Administrative Specialist

Medical Administrative Specialist Certificate Associate of Applied Science in Allied Health



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).

46/50 Credits

The above Certificate applies toward:
The Associate of Applied Science in Allied Health Degree for those seeking increased responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital based clinics, hospitals and small health care businesses.

62+ Credits

**Glen Oaks
Community College
62249 Shimmel Rd
Centreville, MI
49032
(269) 467-9945
or 1-888-994-7818
www.glenoaks.edu**



The Outlook

In the fast-growing healthcare industry, the medical administrative specialist works in physicians' offices, health clinics, outpatient facilities, medical laboratories, hospitals, health insurance companies, medical supplies and equipment businesses, and pharmaceutical companies.

Job duties and skills often include transcribing medical documents and reports, accounting for payments and posting charges, coordinating patient care, recording and relaying messages, processing insurance claims, maintaining patient files, scheduling patient appointments, arranging hospital admissions, maintaining various financial records, scheduling surgeries, making calls for physicians or other healthcare professionals, arranging physicians' meetings and conferences, using automated recording systems, entering and editing patient information, and composing and processing correspondence.

As the importance of healthcare becomes increasingly emphasized, the demand for dedicated professional medical administrative specialists should continue to grow. Former occupational certificates in Hospital Insurance Coder/Biller and Office Assistant-Medical have been blended into this one important career area. Annual income ranges between \$25,000 and \$45,000 or more, depending on circumstances.

Medical Administrative Specialist Certificate

Courses

Sample courses for this field are described below. For a complete list of course descriptions, see Glen Oaks' online catalog at www.glenoaks.edu

Required Coursework

ALH 205 Pharmacology*	3 Credits
ALH 218 Medical Terminology	3 Credits
ALH 232 Admin 1-Medical Office Procedures*	4 Credits
ALH 233 Admin II - Advanced Med Office Procedures*	4 Credits
ALH 250 Medical Law and 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 Required Hours.....46/50 Credits

*Course has 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

About Medical Administrative Specialists responsibilities

Medical Administrative Specialists perform a variety of tasks necessary to run a medical office or within an insurance or related office.

Medical offices are rapidly changing with more and more functions automated. Doctors and nurses are inputting more of their own data and voice transcription is seeing increased use in hospitals and clinics. This means that medical administrative specialists are available for more administrative work, so they need good computer skills, top-notch communication and organizational skills, and added interpersonal skills.

In a large medical office, the medical administrative specialist will focus on more of the non-patient, office duties working more directly with the facilities' administrative office team.

In a small office, the medical administrative specialist's job may include a greater variety of duties from transcribing reports, composing and processing correspondence to accounting for payments and posting charges and maintaining financial reports and patient files.

ALH 218 MEDICAL TERMINOLOGY 3 Credits, 3 Contacts

This course addresses basic terminology required of the Allied Health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis is on forming a foundation for a medical vocabulary including meaning, spelling and pronunciation. Medical abbreviations, signs and symbols are included.

Prerequisite: Placement above or completion of COM 063 & COM 073

BAC 111 CONTEMPORARY BUSINESS/TECHNICAL COMM 4 Credits, 4 Contacts

This course offers instruction and practice in writing various forms of business correspondence, technical applications, and reports. Intercultural communications will also be studied.

Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

ALH 205 PHARMACOLOGY FOR ALLIED HEALTH 3 Credits, 3 Contacts

The most common medications in current use are discussed according to body systems, with emphasis on classifications, uses, routes of administration, dosages, interactions, incompatibilities, and side effects with special emphasis on the 50 most commonly prescribed drugs as listed in *Pharmacy Times*. Also addressed are special precautions, legal aspects, and patient education, as are the preparation and administration of medications as directed by the physician.

Prerequisite: ALH 218 and NSA 101 or NSA 105 or NSA 210 and NSA 211, and test into or higher than or completion of NSM 052

ALH 250 MEDICAL LAW & ETHICS 3 Credits, 3 Contacts

An introduction to the legal aspects of the medical office setting that provide a foundation of law against which individual practitioner behavior may be measured. It is intended to help prevent medical malpractice litigation by exposing the student to the legal concepts of standard of care, scope of employment, criminal and civil acts, contract, negligence, as well as ethical concepts.

Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

BAA 109 PAYROLL ACCOUNTING 2 Credits, 2 Contacts

This course has been developed to provide the student with a basic understanding of the calculations in payroll, the payroll records that are kept, and the laws pertaining to tax filing for payroll. This is a beginning course that involves computation and recording of payroll entries.

Prerequisite: BAA 100 Fundamentals of Accounting



Build on your certificate and earn an Associate of Applied Science in Allied Health

This degree prepares the graduate for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital based clinics, hospitals and small health care businesses.

Communications (13 credit hours):

COM 110 Interpersonal Communications.....	3 Credits
BAC 111 Contemporary Business Technical Comm*....	4 Credits
COM 121 English Composition*.....	3 Credits
COM 140 General Communication: Speech.....	3 Credits

Humanities (3-4 credit hours): choose from Art History, Art Appreciation, Spanish, Modern Culture and the Arts, Literature classes, Music Appreciation, Ethics, Philosophy, Comparative Religions, Old Testament, New Testament, Western Civilization.

Social Science (8 credit hours):

SSP 101 Psychology.....	4 Credits
SSS 120 Sociology.....	4 Credits
SSP 201 Human Growth & Development*.....	4 Credits

Business (5 credits hours):

BAA 109 Payroll Accounting*.....	2 Credits
BAM 260 Small Business Management*.....	3 Credits

Mathematics (no substitution for 3 credit hours):

BAM 103 Business Math (2.0 Minimum GPA)*.....	3 Credits
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Elective (2 Credits)..... 2 Credits

Medical Administrative Specialist Certificate.....46/50 Credits

Minimum Required....62+ Credits

* Course has a prerequisite

Effective: Fall 2011

To be granted an Associate of Applied Science in Allied Health:

Students must earn one of the following certificates:

- Medical Administrative Specialist
- Medical Assistant
- Health Care Worker
- Phlebotomy Technician (requires added credits)
- Practical Nursing

This publication is intended to provide a general overview of the program. For current specific requirements, consult with a Glen Oaks Community College academic counselor.

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Tours for prospective students are offered in one of the allied health laboratories during an Open House at Glen Oaks. Health care careers are among the most rewarding professions possible. The demand for dedicated medical administrative specialists continues to grow with the Baby Boomer generation and the demand for added health care.

Preparation

Current High School Students:

Be prepared to enter directly into the first semester of college courses. The college recommends that you complete a Secondary School Business, Health or College Preparatory career sequence. Check with your high school counselor for graduation agreements and possible articulation agreements. Courses might include English, Math, Medical Terminology, Anatomy and Physiology, Basic Keyboarding, Computer classes, Foreign Language, Psychology/Sociology and Geography.

Adults Returning to School:

Don't underestimate your life experience! A Glen Oaks Community College counselor can help you assess your life experience and suggest how you can best apply those skills to your academic goals.

Nondiscrimination Statement: It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that GOCC or any part of the organization has engaged in discriminatory practice should contact the Associate Dean of Instruction and Civil Rights Coordinator at 62249 Shimmel Rd., Centreville, MI. 49032: (269) 467-9945 or 1-888-994-7818.

Career Resources

Glen Oaks Counseling Services and
Medical Assistant Program Chairperson
(269) 294-4300 or (888) 994-7818
www.glenoaks.edu

Michigan's Web-based Education
Development Plan
www.mi-edp.org

Bureau of Labor Statistics Occupational
Outlook Handbook
www.bls.gov/oco

Michigan Occupational Information Service
MOIS
www.mois.org

American Health Information Management
Association
www.ahima.org



Glen Oaks Community College provides an outstanding learning environment, with many multi-media classrooms, smaller class sizes and student support like the free tutoring and testing center and resources of the Eli J. Shaheen Library on campus. Your success is our mission!

STUDENT SUPPORT

- Personalized educational and career planning
- Financial aid and scholarships
- Flexible Schedules: day, evening, distance learning online classes
- Tutorial programs and free tutoring
- Modern labs and computer classrooms
- Full-service library/computer center
- Small class size
- Caring, knowledgeable instructors

CALL NOW

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