

# Atlantic Technical College

www.atlantictechnicalcollege.edu

## Medical Administrative Specialist 2020-2021



### Course Content:

Students will be prepared for employment as medical secretaries, medical office clerks, medical insurance secretaries, medical records clerks, and medical administrative specialists or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares students to perform medical office duties utilizing knowledge of medical terminology and medical office procedures; to transcribe medical documents; to perform medical office functions using specialized medical scheduling/billing software; to produce quality work using advanced features of business software applications; to research job opportunities; and to produce high quality employment portfolios and job-seeking documents. After successfully completing the program, the student will be able to perform medical office activities and will have developed skills in keyboarding, records management, communications, human relations, transcription, computer applications, and decision making.

### Program Length:

1050 hours (approximately 10 months (full-time))

### Program Offered:

August, January & June

### Delivery Method:

Traditional – 100% classroom-based

Distance – 50% or more instructional hours via distance education (online).

### Days & Times:

Monday – Friday 7:05 a.m. – 1:50 p.m. (full-time)

Monday – Friday 7:05 a.m. – 10:05 a.m. (part-time)

### Blended Distance: with mandatory on-campus weekly labs.

Distance: Monday, Tuesday, Wednesday, Friday

On-campus Lab: Thursday 6:00 p.m. – 9:00 p.m.

### 100% Distance: with mandatory virtual weekly labs.

Distance: Monday, Wednesday, Thursday, Friday

Virtual Lab: Tuesday 5:30 p.m. – 8:30 p.m.

### Job Outlook in the Ft. Lauderdale area:

- Demand for Medical Secretaries is expected to grow about 20% between 2015 and 2023 (Source: Bureau of Labor Statistics).
- Entry level wages for Medical Secretaries are about \$12.50/hour (Source: The Florida Department of Economic Opportunity). Actual wages vary according to education, experience and certifications.

### Additional Skills Covered:

- Business Fundamentals
- Computer Literacy
- Document Preparation
- Employability Skills and Portfolio
- Keyboard Speed & Accuracy Development
- Insurance and Billing
- Medical Office Procedures
- Medical Terminology
- Medical Transcription
- Medisoft Computer Program
- Microsoft Office 2016

### Admission Requirements:

- 16 Years of Age or older
- Complete a Program Specific Orientation
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor

**Enroll in This Fast Track Program  
for a Career in a Year**



**FOR MORE INFORMATION CALL 754-321-5200**

**Atlantic Technical College  
and Technical High School**

4700 Coconut Creek Pkwy  
Coconut Creek, FL 33063  
754-321-5100 | FAX: 754-321-5380



**Atlantic Technical College  
Arthur Ashe, Jr. Campus**

1701 NW 23rd Avenue  
Fort Lauderdale, FL 33311  
754-322-2800 | FAX: 754-322-2880

**See back of page for estimated program costs based on one (1) full year of documented Florida residency.**

**MEDICAL ADMINISTRATIVE SPECIALIST**  
**B070300 I (1050 hours)**

**Fees**

Tuition (approximate cost based upon program length)		\$2,940
Lab (approximate cost based upon program length)		\$158
Basic Skills Test		\$15
Registration (non-refundable fee)	\$40 per semester or \$20 per quarter	\$80
Annual Student Activity Fee	\$20 per academic year	\$20
<b>TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs)</b>		<b>\$3,213</b>

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

**Industry Certification & State Credential Exams:** Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

**College Credit Transfer Opportunity and/or Advanced Standing:** Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry certification, students may be awarded credits toward an Associate Degree by Broward College or the Florida College System. Students must enroll within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry certifications.

**Books / Supplies:** For a list of books and prices go to [www.atlantictechnicalcollege.edu/bookstore-price-list/](http://www.atlantictechnicalcollege.edu/bookstore-price-list/) or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.

## Your Action Steps - Get Started Today!

- Step 1: Attend a Program Specific Orientation
- Step 2: Complete an Application
- Step 3: Apply for Financial Aid (optional)
- Step 4: Request Disability Services (optional)
- Step 5: Complete & Return Documents to Counselor
- Step 6: Counselor Interview
- Step 7: Registration & Enrollment



*The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.*

