



Atlantic Technical College
Medical Administrative Specialist
Traditional
Program Syllabus
2020-2021



Instructor Name: Corinth Evans
Department Name: Business and Information Technology
Office/Classroom Location: Building 7, Room 175
Phone Number: 754-321-5100
Email Address: corinth.evans@browardschools.com

Instructor's Virtual Office Hours:
M-F: 2:15 pm – 3:30 pm (appointment preferred)
 Instructor responses to student requests will be provided within 24 hours of regular school operating hours:
 Monday – Friday 7:00 am – 3:30 pm.

Student Online Hours:
Monday – Friday
High School AM: 7:05 am – 10:10 am
High School PM: 10:50 am – 1:50 pm
Postsecondary Part-Time: 7:05 am – 10:05 am
Postsecondary Full-Time: 7:05 am – 1:50 pm
Break: 10:10 am – 10:20 am
Lunch: 10:20 am – 10:50 am
 Online Full-Time or Part-Time/Blended Available

Program Name: Medical Administrative Specialist		
OCPs	Course Names	Hours
A	OTA0040 Information Technology Assist.	150
B	OTA0041 Front Desk Specialist	300
C	OTA0631 Medical Office Technologist	300
D	OTA0651 Medical Administrative Specialist	300

Course Description:
 This program is designed to prepare students 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.

Technical College Policy/Adult Student Attendance:

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.
<http://www.atlantictechcollege.edu/atc-student-handbook/>

Magnet High School/Attendance Policy:
 A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

Required Textbook(s)and/or Online Access:

- Keyboarding and Word Processing Essentials License
- The Administrative Medical Assistant, 13th Ed, Proctor|Niedzwiecki|Pepper|Madero (ISBN: 978-0-323-39672-1)
- Insurance in the Medical Office: From Patient to Patient, 7th Edition, Newby|Carr (ISBN: 978-0-07337459-8)
- Medical Terminology: A Programmed Systems, 10th Edition, Dennerll|Davis (ISBN-10: 1-4354-3889-2)
- Computers in the Medical Office, 8th Edition, Sanderson (ISBN: 978-0-07-340213-0)

Class set of books available:

- Medical Transcription, 3rd, Ettinger, A.|Ettinger, B. (ISBN: 978-0-76383-109-7)

Required Materials/Supplies:

Purchased from ATC Bookstore:

- USB Flash Drive (16GB suggested)
- Computer Headset (e.g. earbuds)
- Notebook, pen, pencil, highlighter(s), post-it notes

Digital Resources:

- Desire to Learn (D2L): <https://broward.desire2learn.com>
- Microsoft Office: Skills Assessment Manager (SAM): <https://sam.cengage.com/Login>
- Microsoft Office 365, Office 2016 Licenses:
 - Introductory E-book
 - Intermediate E-book
- GMetrix: www.GMetrix.net

All required books and most materials/supplies can be purchased from the ATC bookstore. Stop by during operational hours for pricing, booklist and other purchasing information.

Grading System:

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 - 59%
I	Incomplete

Additional Program Specific Grading Information:

Attendance/Participation	20%
Daily/Classwork	20%
Quizzes/Tests	20%
Keyboarding	20%
Projects/Activities	20%

Make Up Work Policy (CTE-HS):

Each student is expected to follow the daily/weekly assignments pacing schedule. All make-up work must be submitted within two days (or sooner) upon return to the missed class. However, communicated previously assigned work is due the day of return (including major projects). These deadlines may be extended by the instructor for extenuating circumstances.

Late Assignment Policy: Late assignments will not be accepted. All assignments and appropriate instruction will be provided prior to the absence, therefore make-up work (including major projects) is due on the day of return to the missed class.

Make-up Exam Policy: There are no makeup for exams. All exams must be taken on the day of return to the missed class.

Make Up Work Policy (CTE Adults):

Each student is expected to follow the daily/weekly assignments pacing schedule.

Late Assignment Policy: No late assignment(s) will be accepted under any circumstances. All assignments should be submitted as directed each week. Any assignment submitted via Desire 2 Learn and marked late will be considered as late. All assignments count towards the final grade. Students encouraged to establish connections with other students to get notes and assignments from missed classes. Students must contact the instructor as soon as possible after missing an assignment to make the necessary arrangements with the instructor.

Make-up Exam Policy: There are no makeup for exams.

Online Course Grading Policy:

Online students' grades and attendance are based on the following:

- Scheduled assignments are due each **Sunday by 11:59 pm**. Late submission of work will affect the assignment grade.
- Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be his/her own.
- Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments.
- Exams may include an oral or lab/skills component and final exams will be completed in-person during a lab session.

View Your Grades:**Grades can be viewed online by following the directions below:**

1. Go to Clever SSO Website link: <https://sso.browardschools.com> and login:
 - a. Username: 10-digit student ID number
 - b. Password: PMM/DD/YYYY (or your personally created password after initial login)
2. Click on the FOCUS app on your Clever opening page.
(You may need to scroll-down the page to see the FOCUS app.)
3. Enter your FOCUS username and password.
NOTE: If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly: <https://broward.focusschoolsoftware.com/focus/>.

Classroom/Lab Rules:

- Students must attend **ALL** weekly virtual sessions.
- Students must sign-in into **CLEVER, Desire to Learn (D2L), and FOCUS DAILY.**
- Read and follow DAILY/WEEKLY AGENDA available in D2L.
- Follow all rules in the student and discipline code books.
- Cell phones silent or OFF and PUT AWAY.
- Print ONLY relatable coursework aligned with the program.
- Contact instructor by 8:00 am on the same day when absent (email preferred).
- Come to class prepared to work and be respectful of ALL class members.
- ALL assignments submitted to instructor must reflect the student's own individual work.
- **NO FOOD OR BEVERAGES IN THE LAB.**

Industry Certification & State Credential Exam Cost:

- Certified Medical Administrative Assistant (CMAA)- \$117
- Microsoft Office 2016 Bundle: Word, PowerPoint, Excel, Access- \$100 per exam
- Cardiopulmonary Resuscitation Basic (CPR) - \$30

You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated & subject to change.

Outstanding Student Recognition Information:

A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

Program Name: Medical Administrative Specialist**Course Number: OTA0040****Course Name: Information Technology Assistant (150 Hours)****Occupational Completion Point: A****Intended Outcomes:** [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
- Develop an awareness of microprocessors and digital computers.
- Demonstrate an understanding of operating systems.
- Use technology to enhance the effectiveness of communication skills utilizing word processing applications.
- Use technology to enhance communication skills utilizing presentation applications.
- Use technology to enhance the effectiveness of communication skills utilizing spreadsheet and database applications.
- Use technology to enhance communication skills utilizing electronic mail.
- Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, life-long learning, and personal and professional goals.
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- Demonstrate competence using computer networks, Internet, and online databases to facilitate collaborative or individual learning and communication.

- Demonstrate competence in page design applicable to the WWW.
- Develop an awareness of emerging technologies.
- Develop awareness of computer languages and software applications.
- Demonstrate comprehension and communication skills.

Course Number: OTA0041

Course Name: Front Desk Specialist (300 Hours)

Occupational Completion Point: B

Intended Outcomes: [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace of performance. Apply ergonomic principles applicable to the configuration of computer workstations.
- Demonstrate language arts knowledge and skills.
- Apply professional oral and written communication skills in a courteous, concise, and correct manner.
- Solve problems using critical thinking skills, creativity and innovation and by interpreting information and ideas.
- Practice quality performance incorporating customer service strategies in the learning environment and the workplace.
- Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance.
- Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
- Demonstrate human relations/interpersonal skills appropriate for the workplace.
- Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Describe the importance of professional ethics and legal responsibilities.
- Participate in simulated work-based learning experiences.

Course Number: OTA0631

Course Name: Medical Office Technologist (300 Hours)

Occupational Completion Point: C

Intended Outcomes: [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Participate in simulated work-based learning experiences in a medical office environment.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

Course Number: OTA0651

Course Name: Medical Administrative Specialist (300 Hours)

Occupational Completion Point: D

Intended Outcomes: [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Use technology to increase medical office support productivity and enhance workplace performance.
- Participate in simulated work-based learning experiences.
- Use technology to increase medical office support productivity and enhance workplace performance.
- Demonstrate employability skills.
- Explain the importance of employability skills and entrepreneurial skills.

- Demonstrate business management skills.
- Demonstrate positive human relations and leadership skills in the workplace.
- Describe the importance of professional ethics and legal responsibilities.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Demonstrate personal money-management concepts, procedures, and strategies.