

# 2023-2024

## BUSINESS & ADMINISTRATION

Atlantic Technical College & Technical High School

# MEDICAL ADMINISTRATIVE SPECIALIST

### 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 jobseeking 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.

### Additional Skills Covered:

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

### Admission Requirements:

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

### Program Length

1050 Hours (approximately 10 months full-time | 20 months part-time)

### Program Offered

August, January & June

### Delivery Method

Traditional - 100% classroom based

Distance - 100% of required instructional hours via distance education

### Days & Times

#### Traditional:

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

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

Distance - with mandatory virtual weekly labs

Distance: Monday, Tuesday, Wednesday, Friday

Virtual Labs: Thursday | 5:30 p.m. - 8:30 p.m.


### Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway  
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

For more information call  
**754-321-5200** or visit  
**AtlanticTechnicalCollege.edu**

**Job Outlook**  FLORIDA DEPARTMENT OF EDUCATION  
For information regarding  
Medical Administrative  
Specialist salaries/wages,  
visit [FloridaJobs.org](http://FloridaJobs.org)



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



*Celebrating 50 Years of Excellence!*

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### B070300 (1050 Hours)

#### Tuition

(approximate cost based upon program length)

#### Lab

(approximate cost based upon program length)

#### Basic Skills Test

#### Registration

(non-refundable fee - \$40/semester or \$20/quarter)

#### Annual Student Activity Fee

(\$20 per academic year)

### In-State Fees

\$2,940

\$158

\$15

\$80

\$20

### Out-Of-State Fees

\$11,760

\$158

\$15

\$80

\$20

### Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)

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

\$3,213

\$12,033

### 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 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 [atlantictechnicalcollege.edu/bookstore-price-list/](http://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.

# GET STARTED TODAY!

### YOUR ACTION STEPS:

**Step 1:** Attend an ATC Program Information Session

**Step 2:** Reply to Follow-up E-mail

**Step 3:** Secure Funding Source

**Step 4:** Registration, Payment, and Enrollment

### POSSIBLE JOB TITLES:

- Medical Secretary
- Medical Office Clerk
- Medical Records Clerk
- Medical Administrative Specialist



**GET THERE**  
with Atlantic Technical College

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.

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