

2025-2026 BUSINESS, MANAGEMENT & ADMINISTRATION

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 job seeking documents.

After successfully completing the program, the student will be able to perform medical office activities and will have developed skills in key boarding, records management, communications, human relations, transcription, computer applications, and decision making.

ADDITIONAL SKILLS COVERED:

- Business Fundamentals
- Communication Skills
- Document Preparation
- Employability Skills
- Insurance and Billing
- Keyboarding Speed & Accuracy Development
- Medical Office Procedures
- Medical Terminology
- Medical Transcription
- Medical Office Simulation Software
- Portfolio

ADMISSION REQUIREMENTS:

- 16 Years of Age or Older
- Attend an ATC Program Information Session
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor



PROGRAM LENGTH

1050 Hours (approx. 10 months full-time or 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)

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

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



CAREER IN A YEAR

FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

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



GET STARTED TODAY

YOUR ACTION STEPS

- STEP 1** | Attend an ATC Program Information Session
- STEP 2** | Reply to Follow-up Email
- 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

Job Outlook

For information regarding *Medical Administrative Specialist* salaries/wages, visit [FloridaJobs.org](https://floridajobs.org)



GET THERE
with Atlantic Technical College

THE MISSION OF ATLANTIC TECHNICAL COLLEGE & 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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MEDICAL ADMINISTRATIVE SPECIALIST

B070300 (1050 HOURS)	IN-STATE FEE	OUT-OF-STATE-FEE
TUITION (approx. cost based upon program length)	\$2,940	\$11,760
LAB FEE (approx. cost based upon program length)	\$210	\$210
BASIC SKILLS TEST	\$15	\$15
REGISTRATION FEE (non-refundable fee - \$40/semester or \$20/quarter)	\$80	\$80
ANNUAL STUDENT ACTIVITY FEE (\$20 per academic year)	\$20	\$20
TUITION & FEES are subject to change based on enrollment. There may be additional costs associated with books, uniforms, special tools, equipment, and other related items.	\$3,265	\$12,085

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 CREDENTIAL EXAMS:

Upon completion of the program, you may be eligible to receive FREE associate degree transfer credits from Broward College or another state college. To learn more and determine eligibility, visit browardtechnicalcolleges.com/articulation-agreement/, scroll to the career cluster photos, click Business, Management & Administration, or contact your program counselor/advisor. Additional college credit may be awarded with the attainment of industry certifications.

BOOKS/SUPPLIES:

For a list of books and prices go to atlanticttechnicalcollege.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.



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