



MEDICAL ADMINISTRATIVE SPECIALIST

B070330
8212300
1050 Hours

Course Outline

OCP A – Information Technology Assistant (150 Hours)

- Keyboarding I
- Computer Applications I
- Office Procedures for the 21st Century

OCP B – Front Desk Specialist (300 Hours)

- Ethics in the Workplace
- Written & Verbal Communication
- Computer Applications II w/ MOS Certification
- Customer Service & Essential Skills
- Keyboarding II
- Workplace Safety and Health
- Basic Machine Transcription
- Job Readiness & Work Based Learning I

OCP C – Medical Office Technologist (300 Hours)

- Medical Terminology
- Medical Transcription I
- Medical Insurance & Billing
- Medical Office Procedures I
- Medical Office Procedures II
- Medical Office Work-Based Learning I

OCP D – Medical Administrative Assistant (300 Hours)

- Advanced Medical Transcription
- Financial Literacy
- Law & Ethics for the Health Professions
- Medical Coding I
- Medical Coding II
- Medical Office/Hospital Work-Based Learning II
- Medical Office/Hospital Work-Based Learning III
- CMAA Exam Preparation & Testing
- Employment Portfolio, Job Search & Interview