

Medical Administrative *Specialist*



CHIPLEY, FL www.FPTC.edu

Toll Free: 855-345-9482 or 850-638-1180

BUSINESS MANAGEMENT & ADMINISTRATION

MEDICAL ADMINISTRATIVE SPECIALIST

Program # B070300
2020 CIP# 510716

1050 HOURS
35 Weeks

PELL ELIGIBLE
CAREERSOURCE ELIGIBLE

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Medical Secretaries or Office Clerks; Medical Insurance Secretaries; Medical Records Clerks; and Medical Administrative Specialists, as well as gain an increased understanding of the importance of attitude and work ethic in an employment setting. The program is designed to meet the demands of the job market as it stands today, as well as give you the necessary tools and resources to continue to upgrade your skills as new technology emerges. The content includes the performance of office procedures tasks; the production of quality work using advanced features of business software applications; keyboarding skills; and the production of high quality employment portfolios and job-seeking documents.

OCCUPATION DESCRIPTION:

Perform administrative duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OC	COURSE DESCRIPTION	HOURS	Resident Tuition	Differential Tuition	Non-Resident Tuition
OTA0040	A	Information Technology Assistant	150	\$434.00	\$ 453.00	\$1,645.00
OTA0041	B	Front Desk Specialist	300	\$864.00	\$ 903.00	\$3,288.00
OTA0631	C	Medical Office Technologist	300	\$864.00	\$ 903.00	\$3,288.00
OTA0651	D	Medical Administrative Specialist	300	\$864.00	\$ 903.00	\$3,288.00
		TOTAL	1050	\$3,026.00	\$3,162.00	\$11,509.00

ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour programs in **Administrative Assistant Medical Administrative Specialist** shall articulate **eighteen (18)** college credit hours in program core and up to 3 additional credits in program electives as a result of industry certifications as locally determined by the Community College to the AAS/AS degree in Office Administration. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

Additional Costs:	Resident	Differential	Non-Resident
Registration Fee	\$10.00	\$10.00	\$10.00
First Aid CPR Card	\$10.00	\$10.00	\$10.00
Approximate Books/Supplies	\$800.00	\$800.00	\$800.00
Approximate Uniform Fees	\$150.00	\$150.00	\$150.00
Approximate Total Program Cost:	\$3,996.00	\$4,132.00	\$12,479.00

PROGRAM REQUIREMENTS:

AGE: 16 years or older

DIPLOMA: N/A

BASIC SKILLS REQUIREMENT/TABE Minimum: MATH **10.0/597** LANGUAGE **10.0/608** READING **10.0/597** or meet other Basic Skills Requirements

Industry Certification: Test Out Office Pro - \$0.00 (Program Voucher); Microsoft Office Specialist (MOS) Bundle - \$120; Certified Medical Administrative Assistant (CMAA) - \$115.00;
Advisory Salary Range: \$18,780 - \$41,000
Florida Panhandle: \$21,020 - \$35,420
PH Average: \$26,940
State Average: \$21,200
National Average: \$31,900

Program Completion Rate: 83% - Program Placement Rate: 75% - Program Certification Pass Rate: 100%

The mission of the Florida Panhandle Technical College is to provide students with instruction in academic and technical training at competency levels, or above those required for employment and advancement in existing or potential occupational fields.