

# Medical

## Associate in Applied Science in Administrative Technology

### Program Description:

The Administrative Technology—Medical Option program maintains student learning as its main priority and is committed to excellence in a learning environment that emphasizes procedures in a medical office, problem solving, and skilled use of computer business software applications to provide for workforce development, career preparation, and lifelong learning. The complexities of today's medical office have created the need for highly skilled employees who possess the knowledge and confidence necessary to handle a wide variety of administrative and medical office tasks. Upon completion of the Associate in Applied Science Degree in Administrative Technology—Medical Option, the graduate will be able to demonstrate knowledge that is specific to the medical office and gain real-life experience through placement in a medical office internship.

### Career Outlook:

Secretaries and administrative assistants held about 4.2 million jobs in 2006, ranking among the largest occupations in the U.S. economy. The state of West Virginia has classified the Administrative Assistant field as being in "high demand" because the number of anticipated qualified employees is significantly lower than the number of expected job openings in the state. Employment growth in the health care services industries should lead to average growth for medical administrative assistants through 2016. In addition to those resulting from growth, numerous job openings will result from the need to replace workers who transfer to other occupations or leave this very large occupation for other reasons each year. Projected employment of medical administrative assistants will vary by occupational specialty.

### Salary Forecast:

Offices of Physicians	\$28,560
General Medical and Surgical Hospitals	\$28,440
Offices of Dentists	\$33,930
Offices of Other Health Practitioners	\$26,630
Outpatient Care Centers	\$28,890
Business, Professional, Labor, Political, and Similar Organizations	\$37,110
Management of Companies and Enterprises	\$36,810
State Government (OES designation)	\$34,170
Agencies, Brokerages, and Other Insurance Related Activities	\$33,290

Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2008-09 Edition, Secretaries and Administrative Assistants, on the Internet at <http://www.bls.gov/oco/ocos151.htm> (Visited January 18, 2008)

### Career Description:

Medical administrative assistants are responsible for a variety of administrative and clerical duties necessary to run a medical office effectively. They serve as information managers for the office; schedule and notify patients; code patients' visits; bill insurance; process deductibles; plan and schedule meetings and appointments; organize and maintain paper and electronic files; and provide information to patients, physicians, insurance companies, and others by using the telephone, postal mail, and e-mail. Administrative assistants also may handle travel arrangements. Specific job duties vary with experience and titles. Medical administrative assistants perform highly specialized work requiring knowledge of medical terminology and procedures. They transcribe dictation, prepare correspondence, and assist physicians or medical scientists with reports, speeches, articles, and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized, and order supplies. Medical administrative assistants need to be familiar with insurance rules, billing practices, hospital or laboratory procedures, and HIPAA.

**Major Code – CO20 • Concentration Code - CO27**

<b>FIRST YEAR</b>	
<p><b>First Semester</b></p> <p>AT 136 Comprehensive Word Processing (EDGE).....3                      AH 151 Medical Terminology (EDGE).....3                      ENL 111 Written Communication .....3                      IT 101 Fundamentals of Computers (EDGE) .....3                      MAT 115 Business Mathematics.....3</p> <p><b>TOTAL CREDITS</b>.....15</p>	<p><b>Second Semester</b></p> <p>AT 104 Records Management .....3                      AT 114 Keyboarding II<sup>1</sup> (EDGE).....3                      AT 253 Medical Transcription<sup>2</sup> .....3                      AC 103 Intro to Accounting.....3                      COM 112 Oral Communication.....3                      BIOL 257 Introduction to Anatomy &amp; Physiology (EDGE) .....3</p> <p><b>TOTAL CREDITS</b> .....18</p>
<b>SECOND YEAR</b>	
<p><b>Third Semester</b></p> <p>IT 150 Applications to Spreadsheets<sup>3</sup> (EDGE).....3                      AT 265 Administrative Office Procedures<sup>4</sup> (EDGE) .....3                      LAS 248 Medical Law<sup>5</sup> .....3                      MA 204 Physician's Office Medical Coding .....3                      Social Science Requirements<sup>6</sup> .....3</p> <p><b>TOTAL CREDITS</b>.....15</p>	<p><b>Fourth Semester</b></p> <p>AT 261 Integrated Document Formatting<sup>7</sup> .....3                      AT 290 Internship<sup>8</sup> .....3                      AH 216 Basic Pharmacology<sup>9</sup> .....3                      ENL 231 Technical Report Writing<sup>10</sup> .....3                      MA 205 Medical Office Claims Procedures .....3</p> <p><b>TOTAL CREDITS</b> .....15</p>
<b>HOURS REQUIRED FOR GRADUATION: 63</b>	

**Employment Opportunities:**

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| <ul style="list-style-type: none"> <li>• Administrative assistant</li> <li>• Administrative secretary</li> <li>• Executive assistant</li> <li>• Executive secretary</li> <li>• Secretary/receptionist</li> <li>• Clinics</li> </ul> | <ul style="list-style-type: none"> <li>• Hospitals</li> <li>• Medical schools</li> <li>• Nursing homes</li> <li>• Physicians' offices</li> <li>• Rehabilitation facilities</li> </ul> |
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**Accreditation**

The Association of Collegiate Business Schools and Programs (ACBSP) accredits the Administrative Technology Medical degree program. The ACBSP is the only nationally recognized organization that grants specialized accreditation to two- and four-year college and university business programs.

**Earn A Degree Graduate Early (EDGE):**

This program provides students the opportunity to receive credit for their high school EDGE courses.

**Contact Information:**

Wylma Skean • Corbly Hall, Room 323  
 Phone: 304-696-3060 or 1-866-N-ROLLED (1-866-676-5533 • E-mail: skean@mctc.edu

1. Students must demonstrate a minimum of 35 wpm with 5 or fewer errors before they can enroll in AT 114. AT 114 has a prerequisite of AT 136 or permission.
2. AT 253 has a prerequisite of AT 136 and AH 151.
3. IT 150 has a prerequisite of IT 101.
4. AT 265 has a prerequisite of AT 136.
5. The LAS 248 prerequisite of LAS 101 will be waived for AT: Medical Option Program majors. Please see advisor.
6. Social Science Requirement: Select from EC 102, SS 201, SS 210, or SS 215.
7. AT 261 has a prerequisite of AT 114.
8. AT 290 has a prerequisite of completion of 45 program credit hours or permission.
9. AH 216 has a prerequisite of AH 151.
10. ENL 231 has a prerequisite of COM 111 or ENL 111.