



# Medical Administrative Specialist/Transcriptionist

Program No: 10-106-4

Associate Degree in Applied Science • Degree Completion Time: Four Terms  
In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10106112	Drug Terminology for Transcription	1.00
10106131	Document Formatting	2.00
10106132	Keyboard-Speedbuilding 1	1.00
10106151	Medical Transcription 1	5.00
10106164	Information Technology Essentials	3.00
10806103	Body Structure and Function	3.00
10809198	Introduction to Psychology	3.00
<b>Total</b>		<b>18.00</b>
<b>Term 2</b>		
10106134	Keyboard-Speedbuilding 2	1.00
10106145	Medical Administrative Procedures	2.00
10106152	Medical Transcription 2	5.00
10106166	Microcomputer Business Applications 1	2.00
10801195	Written Communication	3.00
10530182	Human Diseases for Health Professions	3.00
<b>Total</b>		<b>16.00</b>
<b>Term 3</b>		
10106179	Professional & Career Development	3.00
10106102	Information Management	3.00
10106168	Microcomputer Business Applications 2	2.00
10801196	Oral/Interpersonal Communication	3.00
10804123	Math with Business Applications	3.00
10809195	Economics	3.00
<b>Total</b>		<b>17.00</b>
<b>Term 4</b>		
10106103	Portfolio Assessment-Administrative	1.00
10106193	Meeting and Event Planning	2.00
10101150	Office Accounting	3.00
10105122	Internship-Medical Administrative Specialist	1.00
10106149	Health Insurance Claims	2.00
10106167	Microcomputer Business Applications 3	3.00
10809196	Introduction to Sociology	3.00
10809122	Intro to American Government OR 10806112 Principles of Sustainability OR 10806166 Introduction to Ethics: Theory and Application	3.00
<b>Total</b>		<b>18.00</b>
<b>Program Total</b>		<b>68.00</b>

**Note:** Catalog numbers assigned to "elective" classes are for administrative use only. Consult with program counselor regarding your elective selection.

Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

## About the Career

Physicians and other healthcare professionals regularly dictate notes about patients' medical care. A medical administrative specialist/ transcriptionist listens to the dictation and transcribes it quickly and accurately into a report so it is ready to print for future reference. The first year of the program is approved by the Association for Healthcare Documentation Integrity (AHDI) which indicates that it follows the AHDI recommended model curriculum.

The medical administrative specialist processes health insurance claim forms using ICD and CPT codes and conducts patient billing procedures, plans meetings and events along with travel and guest arrangements, and assists physicians with reports and speeches. The medical administrative specialist may also arrange for patients to be hospitalized and order supplies. A career as a medical administrative specialist/transcriptionist is an excellent choice if you are detail-oriented, disciplined, organized, and looking for opportunities to work with office technology in a healthcare setting.

## Careers

Medical Administrative Specialist/Transcriptionists are employed at:

- Clinics
- Home Healthcare Agencies
- Hospitals
- Insurance Companies
- Medical Product Manufacturers
- Medical Publishers
- Medical Schools
- Rehabilitation Facilities
- Transcription Companies
- Home-Based Offices

## Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Keyboarding—25 words per minute by touch. Can be satisfied by grade of "B" in 10106100, Keyboarding, or by advanced placement testing--cannot be used as elective credit
- Functional Abilities Statement of Understanding Form

## Program Outcomes

You'll learn to:

- Demonstrate the various formats required for transcribing history and physical, radiology, discharge summary, operative reports, and clinical chart notes and laboratory test measurements.
- Use medical reference books efficiently.
- Proofread documents and appropriately edit according to AHDI style guidelines.
- Define abbreviations that physicians and other healthcare professionals use in their dictation and abbreviations used in prescriptions.

- Recognize medication and natural treatment of diseases.
- Demonstrate the use of singular, plural, and adjective forms of medical words.
- Prepare and process health insurance claim forms.
- Apply appropriate ICD and CPT codes on health insurance claim forms.
- Demonstrate an understanding of the medicolegal aspects of health information practices, including HIPAA regulations; confidentiality; release of information; informed consent; malpractice; and hospital, physician, and employee liability.
- Perform front office activities such as scheduling appointments; processing incoming and outgoing mail; ordering supplies and maintaining inventories; and handling all banking procedures, filing procedures, correspondence, telephone calls, billing, and collection with expertise in customer service.
- Create and integrate word processing, spreadsheet, database, and presentation documents using Microsoft Word, Excel, Access, and PowerPoint.
- Increase speed and accuracy on the keyboard.
- Develop a professional attitude with the ability to work effectively as a team player in a diverse work group.
- Apply organizational skills to the management of projects, daily schedules, work priorities, multiple tasks, and unexpected interruptions.

## Approximate Costs

- \$126 per credit (resident)
- \$182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

## Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

## Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 74	Reading - 18
Sentence Skills - 86	English - 18

# Transfer agreements are available with the following institutions:

Capella University  
Concordia University  
Franklin University  
Herzing University  
Lakeland College  
Ottawa University

Silver Lake College  
University of Phoenix  
Upper Iowa University  
UW-Green Bay  
US-Oshkosh  
UW-Stout

IMPORTANT: For more information on these agreements, visit [gotoltc.edu/transfer](http://gotoltc.edu/transfer).

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## 10101150 Office Accounting

...introduces the learner to the principle of business and personal accounting, including journalizing, posting, year-end adjustments, report preparation and interpretation, payroll, and bank reconciliations.

## 10105122 Internship--Medical Administrative Specialist

...requires students to complete 72 hours (1 credit) of performing work in a business/industrial service setting related to their program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC.  
**PREREQUISITE:** 10106152 Medical Transcription II; 10106145 Medical Administration Procedures and  
**COREQUISITE:** 10106149 Health Insurance Claims

## 10106102 Information Management

...introduces the student to basic terms, concepts, filing rules, systems (alphabetic and numeric), noncorrespondence filing, new filing equipment, new methods of storing and recording records, and Microsoft Access including the principles and procedures for developing, managing, and maintaining a filing system in a modern office.  
**PREREQUISITE:** 10106100 Keyboarding or Keyboarding testout equivalent

## 10106103 Portfolio Assessment - Administrative

...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities and program outcomes.  
**COREQUISITE:** 10106179 Professional and Career Development

## 10106112 Drug Terminology for Transcription

...provides the student with the principles of pharmacology and a comprehensive study of drug action and routes of administration and is designed to give the student confidence and skill in using drug references, identifying classes of drugs by body systems, and choosing the correct drug by relating it to the condition with emphasis on spelling.

## 10106131 Document Formatting

...prepares the learner to keyboard and format business memorandums, business letters, business reports and tabbed columns. The learner will also create tables, create multicolumn documents, use SmartArt, create and modify styles and create ad use templates and building blocks. Emphasis will also be placed on proofreading and editing skills.  
**PREREQUISITE:** 10106100 Keyboarding with a minimum grade of B or Keyboarding testout equivalent.

## 10106132 Keyboard-Speedbuilding 1

...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

## 10106134 Keyboard-Speedbuilding 2

...enhances the learner's ability to improve keyboarding speed and accuracy. Through diagnostic testing, goals are determined for practice relevant to the needs of each student.  
**PREREQUISITE:** 10106131 Document Formatting and 10106132 Keyboard-Speedbuilding I

## 10106145 Medical Administrative Procedures

...provides the learner with skills in receptionist techniques, appointment scheduling, filing, medical record management, credit and collections, medical ethics and legalities, confidentiality and release of information. It prepares the learner to develop a professional portfolio, complete application materials, and successfully interview for a position. Laboratory work focuses on electronic applications using medical office applications software.  
**PREREQUISITE:** 10106131 Document Formatting and 10106151 Medical Transcription I

## 10106149 Health Insurance Claims

...provides the learner with skills to prepare insurance claim forms for submission to commercial insurance companies, Medicare, Medicaid, Worker's Compensation and Tricare, Applies ICD, CPT and HCFA coding procedures to complete HCFA 1500 insurance forms. Develops comprehension of insurance coverages and terminology. Laboratory work focuses on electronic applications using insurance claim processing software.  
**PREREQUISITE:** 10806103 Body Structure and Function and 10106152 Medical Transcription II and 10106145 Medical Administration Procedures

## 10106151 Medical Transcription 1

...A beginning course in medical transcription. The student will gain insight into unique typing applications for medical documents, confidence in choosing the correct term to give intended meaning, and a comprehension of what and how physicians dictate. Format, accuracy, proofreading, and terminology are emphasized.  
**COREQUISITES:** 10106131 Document Formatting, 10806103 Body Structure and Function, 10106112 Drug Terminology for Transcription and **CONDITION:** 101064 Medical Administrative Specialist or 311067 Medical Transcriptionist requirements met

## 10106152 Medical Transcription 2

...An intermediate/advanced course in medical transcription that is designed to give the student additional confidence and skill in medical transcription through additional transcription practice. Transcription will include dictation from physicians who have foreign accents. Emphasis will be on increased productivity as well as accuracy, proofreading, and terminology.  
**PREREQUISITE:** 10106151 Medical Transcription 1

## 10106164 Information Technology Essentials

...prepares the learner with the skills to manage e-mail and calendaring functions using MS Outlook; use Web 2.0 tools for group collaboration; and research emerging technologies. Emphasis in this class will be to develop a plan to implement a new technology in a business environment and train classmates in this new technology.

## 10106166 Microcomputer Business Applications 1

...expands the learner's ability to use Microsoft Word by using advanced table functions; format multiple-page documents with headers, footers, footnotes and endnotes; perform merge operations for correspondence and labels; create customized forms; create a Table of Contents and Index in long documents and create and run Macros. The learner will also be taught how to design and present effective PowerPoint presentations.  
**PREREQUISITE:** 10106131 Document Formatting

## 10106167 Microcomputer Business Applications 3

...will teach students the intermediate topics of Microsoft Office. Students will be presented with material covering the intermediate level of Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. Emphasis will be on final projects using all of the software packages, especially Microsoft Access.  
**PREREQUISITE:** 10106166 Microcomputer Business Applications 1; 10106102 Info Management, 10106164 Info Technology Essentials, 10106168 Microcomputer Business Applications 2

## 10106168 Microcomputer Business Applications 2

...prepares the learner to create worksheets, utilize formulas and functions, apply formatting functions, print spreadsheet files, edit and manipulate spreadsheets and workbooks, create and modify charts, analyze spreadsheet data, create templates, and apply database features to a spreadsheet.  
**PREREQUISITE:** 10106100 Keyboarding or Keyboarding testout equivalent

## 10106179 Professional and Career Development

...prepares the learner to identify the importance of positive attitudes and describes the need for personality development in preparation for successful employment; explains strategies for developing good relationships with coworkers, supervisors, and customers; applies communication and conflict resolution skills; demonstrates effective/efficient work habits and self-management skills; and provides assessment, career exploration, and development of a job search plan including a career portfolio.  
**PREREQUISITE:** 10106131 Document Formatting

## 10106193 Meeting and Event Planning

...prepares the learner to manage conference-preplanning activities, facilitate meetings, coordinate equipment and facility setup, complete travel arrangements, conduct follow-up activities, and review project management tools.  
**COREQUISITE:** 10106167 Microcomputer Business Applications III or **CONDITION:** 101043 Marketing Admissions Requirements Met or 191091 Meeting and Event Planning Certificate Admissions Requirements Met

## 10530182 Human Disease For Hlth Profes

...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) or each disease.  
**COREQUISITES:** 10501101 Med Term or **CONDITION:** 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or **CONDITION:** 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

## 10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.  
**PREREQUISITE:** 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

## 10801196 Oral/Interpersonal Comm

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

## 10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.  
**PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

## 10806103 Body Structure and Function

...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

## 10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

## 10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

## 10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

## 10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent