

**Lakeshore Technical College**  
**Medical Administrative Specialist/Transcriptionist Program**  
***Functional Abilities Statement of Understanding***

The Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. sec. 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the Medical Administrative Specialist/Transcriptionist Program.

If you have a documented disability that may prevent you from meeting the functional abilities as stated, you are encouraged to contact LTC's Disability Services Coordinator for assistance with accommodations. It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability and to provide documentation of the disability. The college cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability.

Please note that program requirements will not be waived, but accommodations may be made to assist you to meet requirements. Please contact Pam Thayer, Disability Services Coordinator, at 920.693.1222, or email [pamela.thayer@gotoltc.edu](mailto:pamela.thayer@gotoltc.edu) for assistance in formulating a reasonable accommodation plan.

**This form is to be completed upon admission to the program**

\_\_\_\_\_ I have read and I understand the *Functional Ability Categories* specific to a student in  
(initials) the Medical Administrative Specialist/Transcriptionist Program

\_\_\_\_\_ I am able to meet the *Functional Abilities* as presented, and have been provided with  
(initials) information concerning accommodations or special services if needed at this time.

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Student Identification Number or Date of Birth \_\_\_\_\_

**Return completed form to:**  
Admissions  
Lakeshore Technical College  
1290 North Avenue  
Cleveland, WI 53015-1414

**Lakeshore Technical College's  
Functional Abilities and Technical Standards for:  
Medical Administrative Specialist/Transcriptionist Program**

- Gross Motor Skills:** Be able to sit for extended periods of time
- Fine Motor Skills:** Manual dexterity needed for computer work/typing
- Physical Endurance:** Ability to perform physical activities that require use of hands and arms
- Hearing:** Ability to hear normal or faint sounds
- Visual:** See with normal or corrected vision
- Environment:** Tolerate working indoors in artificial light
- Reading:** Read and comprehend documents/texts/articles written at the college level
- Writing:** Knowledge of the structure and content of the English language, including the meaning and spelling of words  
Ability to communicate information in writing so others will understand
- Math:** Perform arithmetic operations and calculations quickly and accurately and appropriately
- Computer Skills:** Have basic computer literacy and a working knowledge of Windows  
Have the ability to learn Microsoft Office: Word, Excel, PowerPoint and Access
- Emotional Stability:** Adapt to changing conditions  
Focus attention on professional tasks  
Accept responsibility for own actions  
Accept constructive feedback  
Perform multiple responsibilities concurrently
- Analytical Thinking:** Use short term memory  
Use long-term memory  
Problem solve  
Analyze and interpret abstract and concrete data  
Evaluate outcomes  
Strong reasoning skills are required to deal with the complexity and variety of situations encountered
- Critical Thinking:** Plan/ schedule/ control activities  
Sequence information  
Make decisions independently  
Adapt decisions based on updated information

Comprehend and follow instructions  
Follow a process

**Interpersonal Skills:** Establish a rapport with individuals (e.g., Faculty, staff, students, internship supervisors)  
Respect/ value diversity in others  
Resolve interpersonal conflict  
Demonstrate tolerance in working with others  
Function and contribute as part of a team  
Be accountable for self and others  
Maintain appropriate hygiene for a business/technology environment and workplace

**Communication Skills:**

Speak English  
Write English  
Listen and comprehend written and spoken words  
Comprehend and exhibit non-verbal communication  
Arrange information in an order or pattern  
Communicate information and ideas so others will understand