

Withlacoochee Technical College
2022-2023
Medical Administrative Specialist

In this program you will learn:

- Recording of medical charts, reports and correspondence
- Word processing, spreadsheets and other software applications
- Scheduling and confirming patient diagnostic appointments, surgeries and medical consultations
- Operations of office equipment including voice mail messaging systems
- Routing messages and document procedures such as laboratory results to appropriate staff
- Communication with patients including case histories and forms such as intake and insurance forms

Industry Certifications:

National Healthcare Association – Certified Medical Administrative Assistant (CMAA); Microsoft Office Specialist (MOS)

Requirements:

Admissions

- Complete a WTC application & pay application fee
- Take basic skills test
- Apply for financial aid, if eligible
- Meet with a counselor/career advisor
- Pay non-refundable registration fee
- Purchase books and supplies

Certificate

- Pass all courses and OCPs in the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida Basic Skills requirements
- Receive the instructor's recommendation

If you have a disability and require accommodations, please contact Student Services. Most programs are approved for Veterans Educational Benefits. Financial aid may be available for those who qualify.

Statewide Annual Wages Based on Florida Department of Economic Opportunity

Entry	\$24,170
Experienced	\$34,237

Employment Opportunities:

Register at [EmployFlorida.com](https://www.employflorida.com)

[ONET Online](https://www.onetonline.org) has descriptions of occupations for use by job seekers and students.

WTC MISSION STATEMENT: To provide the highest quality academic and technical education for current and emerging careers in a competitive workforce.

WTC VISION STATEMENT: To be a nationally recognized technical college of choice providing innovative high-tech education to advance the future of our community.

Campus Location:

1201 W. Main Street, Inverness, Florida 34450

Phone Number: (352) 726-2430

Visit our [website](http://www.wtcollege.org) at www.wtcollege.org

