

# WITHLACOOCHEE TECHNICAL COLLEGE

Medical Administrative Specialist

**2022 – 2023 Syllabus**

**Instructor: Theresa Godwin**

## Program Description

The Medical Administrative Specialist Program is 1050 hours in length, where competencies are expected to be reached within a specified timeframe. The content includes but is not limited to the use of technology to develop communication skills, higher level thinking skills, and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

## Physical Requirements

You will be required to sit at a computer for 6.25 hours a day.

## Instructor Contact Information

Email: [godwint@citruschools.org](mailto:godwint@citruschools.org)

Phone: 352-726-2430 Ext. 4346

## Curriculum Framework

[Medical Administrative Specialist](#)

## Dress Code

The dress code for the program is scrubs and closed toed shoes (for example: tennis shoes, Crocs) On Friday, jeans may be worn with the class shirt ONLY (will be specified).

## Attendance

Attendance is an integral part of learning. If you are not here it is hard to be successful. Students are required to treat this class as they would a job. If you will be absent, you are required to “call in” just as you would if you were missing a day of work. Failure to do so will affect your employability grade. Employability/Attendance is worth 30% of your grade (See WTC Student Handbook regarding attendance).

## Discipline

Cell phone use is prohibited in class. All phones will be off or silenced and placed in the wall bag. If there are any extenuating circumstances, please speak with instructor. Computer Usage is reserved for work that is school related only! Please refer to Student Handbook regarding all other aspects of discipline.

## How You Are Evaluated

- Classwork 20%
- Evaluation Tests and Assignments 50%
- Attendance/Employability Skills 30%

## Program Progress

All standards must be met to complete the program. Students do not progress at the same pace. There are minimum pacing requirements in order to complete this program on time and prepare for certification exams.

## Learning Activities

Performing secretarial duties with specific knowledge of medical terminology and medical procedures to mimic the healthcare workplace.

## How You Are Graded

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
Below 60	F

## Background Checks

Be aware that working in the medical field, you will be subject to a Level II background screening. If you have indiscretions that could be questioned or eliminate your eligibility to work in the field, please see instructor to discuss.

## Certifications

[Certified Medical Administrative Assistant \(CMAA\)](#) certified through the National Healthcare Association

[Microsoft Office Specialist \(MOS\)](#) Word, Excel, Access, PowerPoint, Word Expert, Excel Expert, Outlook, SharePoint, OneNote

## Housekeeping

All students are expected to keep their desk and surrounding areas clean. This also applies to any student common areas as well. Make sure to push your chairs in when you leave them to keep your area safe from tripping etc. There is no eating or drinking allowed in the lab area.

## Florida Department of Education Occupational Completion Points

OCP	Course Number	Course Title	Length	SOC Code
A	OTA0040	Information Technology Assistant	150 hours	15-1151
B	OTA0041	Front Desk Specialist	300 hours	43-4171
C	OTA0631	Medical Office Technologist	300 hours	43-6013
D	OTA0651	Medical Administrative Specialist	300 hours	43-6013

## Remote Learning

This program is taught face-to-face on campus, however, there may be times when remote learning is necessary. During such times, students need access to an internet connection and sufficient technology in order to access the program's online learning modules.