



# Medical Administrative Specialist

**Short description:** The Medical Administrative Specialist program provides students with a broad foundation of office and customer service skills. While the program focuses on medical office administration, preparing students for entry level positions as a medical receptionist, front office specialist, customer service representative, administrative assistant, scheduler, refund coordinator, the skill set students developed can easily transfer to other office and management settings of their choice. Students could earn Microsoft Office certifications in Word, Excel, PowerPoint, and Outlook to gain hands-on computer skills utilizing the current windows software available. Additionally, students learn the concepts of running a medical office and managing electronic records systems. Students are trained in basic office tasks, daily office operations, managing multiple incoming phone lines at once, and how to multitask like a pro. If you have outstanding communication skills, attention to detail, along with a warm and professional personality, adding a medical administrative professional certification to your resume may take your career to the next level. As a graduate of this program, you will have the confidence, experience, and knowledge needed to be successful in the workforce.

**Program Purpose:** This program instructs how to serve a key role in a medical office, clinic and hospital settings. Learn to become a multi-skilled practitioner, competent in medical records management, insurance processing, coding and billing, management tasks. Become very familiar with clinical and technical concepts that are required to coordinate administrative office functions in the healthcare setting (Microsoft Office, Medisoft, Excel, Access, PowerPoint, outlook, EHR/Electronic Health Records).

**Admissions:** Apply to MTC at <https://manateetech.edu/apply-now/>. Submit your application to access your "To Do List."  
 Email [mtcalliedhealth@manateeschools.net](mailto:mtcalliedhealth@manateeschools.net) to request a virtual **mandatory** information session.  
 Complete your "To-Do List" at <https://www.MTCdashboard.net>.  
 The deadline for your completed "To-Do List" is 4 weeks prior to the class start date.  
**Note:** The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: <https://www.manateetech.edu/quick-docs/>

**Length of Program:** **Full-Time:** 1050 hours - approximately 11 months to complete Clinical hours scheduled throughout the program (80 hours) Schedules vary depending on clinical site.

<b>OCP</b>	<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>LENGTH</b>
A	OTA0040	Information Technology Assistant	150 hours
B	OTA0041	Front Desk Specialist	300 hours
C	OTA0631	Medical Office Technologist	300 hours
D	OTA0651	Medical Administrative Specialist	300 hours

**Dual Enrollment:** Yes

**Industry Certification:** Certified Medical Administrative Assistant (CMAA).

**Articulation:** May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

**Location:** MTC Main Campus, 6305 State Road 70 E Bradenton, FL 34203 (941) 751-7900

**Start Date:** January, Online

<b>Program # B070300</b>		<b>CIP# 0551071603</b>	
Estimated Tuition, Lab, and Fees (Includes \$60.00 Administrative Fee)		<b>\$3739.00</b>	
<b>Additional Fees Due Prior to Pre-Admittance</b>			
Application Fee		\$45.00	
<b>Books and Uniforms</b>			
Textbooks (Purchased Online)		<i>Estimated: \$205.89</i>	
<b>Additional Required Items (Outside Vendor)</b>			
<i>Estimated Total Cost of Program</i>		<b>\$3989.89</b>	

***Not Pell Eligible***

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: <http://manateetech.edu/current-students/bookstore/>

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.



**941.752.8100**

**ManateeTech.edu**