



# Medical Administrative Specialist Program (MASP5)

## PROGRAM DESCRIPTION:

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. This program includes classroom and supervised clinical training. This program is 600 Clock hours and 160 supervised clinical hours.

## CURRICULUM GUIDE:

- 1. Medical Terminology** a. Basic structure of medical words b. Word building and definitions c. Application of medical terminology d. Abbreviations – 120 Hours
- 2. Medical Office Management** a. The Healthcare Professional b. Front Office c. Medical record d. Billing, Coding, and Collections e. Fraud, Abuse and compliance f. Personnel Management g. Written Communication h. Documentation and Risk Assessment i. Responsibilities of the Manager j. Medical Marketing – 240 Hours
- 3. Healthcare Technology** a. Electronic Medical Records b. Training and Orientation c. Computer Security d. Computers in the Workplace e. Computer Anatomy f. Office Software g. Designing the Patient Encounter form h. Designing the Hospital Tracking form – 120 Hours
- 4. Medical Law and Ethics** a. Licensing of Health Care Professionals b. Properly Trained Staff (Legal Necessity) c. Physician – Patient Relationship d. Legal Aspects of Health Care e. Ethics f. Legal life of financial Records g. Practice Attorney – 50 Hours
- 5. Safety and Health** a. Employee safety b. Patient safety goals c. OSHA's role in safety and health d. Management responsibilities e. Employee responsibilities f. Disaster Planning g. Guidelines of the Occupational Safety and Health Administration – 35 Hours
- 6. Professional Components** a. Personal attributes b. Workplace dynamics c. Hereditary, cultural and environmental influences on behavior d. Job readiness e. Allied health professions and credentialing – 35 Hours
- 7. Clinical Externship** a. Students apply skill sets learned from participating in class room learning objectives b. On the job experience working as Medical Administrative Specialist – 160 Hours



This information complies with the US Department of Education's Gainful Employment Programs disclosure requirement. Gainful employment completions are based on the number of completers in non-credit Workforce Development Career Credential training programs. Programs with 10 or less completers will not have % on-time completions or median debt reported in order to prevent the unintentional disclosure of student identity.

[http://mcc.edu/gainful\\_employ\\_disclosure/ged\\_clockhr.php?pgtitle=Medical%20Administrative%20Specialist&certcode=MASP5](http://mcc.edu/gainful_employ_disclosure/ged_clockhr.php?pgtitle=Medical%20Administrative%20Specialist&certcode=MASP5)

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