

# MEDICAL ADMINISTRATIVE SPECIALIST CERTIFICATE

The Medical Administrative Specialist serves a key role in the medical office, clinic or hospital setting. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. The practitioner maintains familiarity with clinical and technical concepts to coordinate administrative office functions in the health care setting. This program is approved by American Medical Technologists (AMT is accredited by the National Commission for Certifying Agencies NCCA) as a program of study for those who wish to sit for the Certified Medical Administrative Specialist - CMAS (AMT).

## Employment Information

Medical Administrative Specialists are multi-skilled in medical records and health information and play key roles in the medical office, clinic or hospital setting. They organize and manage health information data, insurance processing, coding and billing, practice finance and fundamental office management tasks. A Medical Administrative Specialist is very familiar with clinical and technical concepts required to coordinate administrative office functions in a health care setting. Jobs are available in physicians' offices, health clinics, outpatient facilities, medical laboratories, hospitals, health insurance companies, medical supply and equipment businesses, and pharmaceutical companies.

Duties and skills vary by the size of office. In a small practice, the job may include greeting patients, scheduling appointments, composing and processing correspondence, collecting and recording payments, maintaining financial reports and patient files. In a large office, the job will focus on more of the non-patient, office duties and work more directly with the facility's administrative office team. Physician office coding specialists are in high demand; these medical records employees classify diagnoses and procedures to facilitate billing and reimbursement from insurance companies.

## Program Information

Glen Oaks offers a coding certification which, added to either a medical assistant or medical administrative specialist certification, is a path to greater advantages in this ever-growing field. In the medical administrative specialist program, you may choose the original "business" route, the "coding" route or both. You may also, if you have the prerequisites, take the coding courses to update your skills! Graduates of the medical administrative specialist program may receive national certification as a Certified Medical Administrative Specialist (CMAS) from American Medical Technologists (AMT); those who take the coding option are prepared to sit for the Certified Coding Specialist-Physician Office (CCS-P) or the Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA).

## Employment Outlook

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2016 median salary for medical records and health information specialists was \$45,240 per year or \$21.75 per hour, and for secretaries and administrative assistants was \$39,680 per year or \$19.08 per hour. Apply your certificate toward a degree. This certificate can also be applied toward the Associate of Applied Science in Allied Health degree, for those seeking increased responsibilities, supervisory roles and health care office management in physician offices,

health care clinics, hospital-based clinics, hospitals and small health care businesses.

The Bureau of Labor Statistics predicts a growth in overall employment of medical records and health information specialists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations. About 34,300 openings for medical records and health information specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The demand for health services is expected to increase as the population ages. Those who have experience with coding, word processing and create spreadsheets, should have the best job prospects.

## Is this for me?

Consider a career in the field of medical records or health information if you pay attention to detail, are extremely organized, type well, can communicate information accurately between one person and another, and can maintain a high degree of confidentiality.

- Register for admission to the college
- Declare Medical Administrative Specialist Program interest and register for ALL required Fall semester courses
- Meet placement criteria in basic Math and English criteria:
- If course placement criteria not met, student may enroll in appropriate remedial course(s) to bring skill level up to criteria.
- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Medical Administrative Specialist may be completed in two semesters beginning in the fall.

## Requirements

Code	Title	Credits
<b>Required Coursework</b>		<b>24.00</b>
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF <sup>1</sup>	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL <sup>1</sup>	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH <sup>1</sup>	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM <sup>1</sup>	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
<b>Total Credits</b>		<b>24.00</b>

<sup>1</sup>

Course has prerequisite(s)

1. The student must achieve a "C" or 2.0 GPA in all curriculum courses.
2. Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/30/2022

2 Medical Administrative Specialist Certificate

Course	Title	Credits
<b>First Year</b>		
<b>Fall 1</b>		
Fall 1 (8 weeks)		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (8 weeks)		
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
<b>Credits</b>		<b>14.00</b>
<b>Winter 1</b>		
Winter 1 (8 weeks)		
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
Winter 2 (8 weeks)		
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE (Full semester course)	4.00
<b>Credits</b>		<b>10.00</b>
<b>Total Credits</b>		<b>24.00</b>