



2024-2025 | ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL
BUSINESS, MANAGEMENT & ADMINISTRATION

MEDICAL ADMINISTRATIVE SPECIALIST

Course Content:

Students will be prepared for employment as medical secretaries, medical office clerks, medical insurance secretaries, medical records clerks, and medical administrative specialists or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares students to perform medical office duties utilizing knowledge of medical terminology and medical office procedures; to transcribe medical documents; to perform medical office functions using specialized medical scheduling/billing software; to produce quality work using advanced features of business software applications; to research job opportunities; and to produce high quality employment portfolios and jobseeking documents.

After successfully completing the program, the student will be able to perform medical office activities and will have developed skills in keyboarding, records management, communications, human relations, transcription, computer applications, and decision making.

Program Length

1050 Hours (approximately 10 months full-time | 20 months part-time)

Program Offered

August, January & June

Delivery Method

Traditional - 100% classroom based

Distance - 100% of required instructional hours via distance education

Days & Times

Traditional - Monday - Friday | 7:05 a.m. - 1:50 p.m. (full-time)

Monday - Friday | 7:05 a.m. - 10:05 a.m. (part-time)

Distance - with mandatory virtual weekly labs:

Distance: Monday, Tuesday, Wednesday, Friday

Virtual Labs: Thursday | 5:30 p.m. - 8:30 p.m.

Job Outlook



For information regarding Medical Administrative Specialist salaries/wages, visit [FloridaJobs.org](https://www.floridajobs.org)



Additional Skills Covered:

- Business Fundamentals
- Computer Literacy
- Document Preparation
- Employability Skills and Portfolio
- Insurance and Billing
- Keyboarding Speed and Accuracy Development
- Medical Office Procedures
- Medical Terminology
- Medical Transcription
- Medisoft Computer Program
- Microsoft Office

Admission Requirements:

- 16 Years of Age or Older
- Complete a Program Specific Orientation
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor



Enroll in This Fast Track Program for a Career in a Year

Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway
 Coconut Creek, FL 33063
 754-321-5100 | Fax: 754-321-5380

Atlantic Technical College Arthur Ashe, Jr. Campus

1701 NW 23rd Avenue
 Fort Lauderdale, FL 33311
 754-322-2800 | Fax: 754-322-2880

For more information call
 754-321-5200 or visit
[AtlanticTechnicalCollege.edu](https://www.AtlanticTechnicalCollege.edu)



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GET STARTED Today

YOUR ACTION STEPS:

Step 1

Attend an ATC Program Information Session

Step 2

Reply to Follow-up E-mail

Step 3

Secure Funding Source

Step 4

Registration, Payment, and Enrollment

Possible Job Titles

- Medical Secretary
- Medical Office Clerk
- Medical Records Clerk
- Medical Administrative Specialist



The mission of Atlantic Technical College & Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

MEDICAL ADMINISTRATIVE SPECIALIST

8070300 (1050 Hours)

Tuition
(approximate cost based upon program length)

Lab
(approximate cost based upon program length)

Basic Skills Test

Registration
(non-refundable fee - \$40/semester or \$20/quarter)

Annual Student Activity Fee
(\$20 per academic year)

Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

In-State Fees

\$2,940

\$158

\$15

\$80

\$20

\$3,213

Out-Of-State Fees

\$11,760

\$158

\$15

\$80

\$20

\$12,033

Industry Certification & State Credential Exams:

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

College Credit Transfer Opportunity and/or Advanced Standing:

Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry certification, students may be awarded credits toward an Associate Degree by the Florida College System. Students must enroll within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry certifications.

Books / Supplies:

For a list of books and prices go to atlantictechcollege.edu/bookstore-price-list/ or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.

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