

## PREREQUISITES

Applicants who meet the state-mandated minimum basic skills requirements of the Test of Adult Basic Education (TABE) and interview with the program counselor may enter the program during the next enrollment period.

## PROGRAM CONTENT

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

### **Distant/Hybrid Courses:**

Students enrolled in distant and/or hybrid courses should have daily access to a computer with internet and must have a valid email address that they check daily. Additionally, students should have all necessary hardware and software components required by their technology program or adult education course.

## The School Board of Broward County, Florida

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## McFATTER TECHNICAL COLLEGE McFATTER TECHNICAL HIGH SCHOOL

6500 Nova Drive | Davie, FL 33317 | 754.321.5700

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*Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.*



**McFatter Technical College is Accredited  
by the Commission on the Council on  
Occupational Education (COE)**

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# Medical Administrative Specialist



This is a great time to begin preparing for a new challenging career in the business field where you can learn and apply your classroom instruction to real-life business situations learned from a well-rounded curriculum. This program will be delivered by an instructor with classroom and real world experience, and is a hybrid program that includes in-class and on-line learning activities.

The purpose of the Medical Administrative Specialist program is to prepare students for employment as medical records clerks, medical administrative specialists or provide supplemental training for persons previously or currently employed in these occupations. Medical administrative specialists work predominately in private doctors' offices and hospitals. Tasks include recording patient histories, performing light billing and helping doctors and medical assistants with paperwork.

## PROGRAM DESCRIPTION

**Full-Time: 1050 Hours | Approx. 12 Months**

**Blended Instruction/in-person and on-line classes**

### Program Schedule:

**Monday - Thursday 5:00pm - 9:00pm**

**Online (approximately 14 hours per week)**

## COURSES

■ Information Technology Assistant	150 Hours
■ Front Desk Specialist	300 Hours
■ Medical Office Technologist	300 Hours
■ Medical Administrative Specialist	300 Hours

## EMPLOYMENT OPPORTUNITIES

- Information Technology Assistant
- Front Desk Specialist
- Medical Office Technologist
- Medical Administrative Specialist

## ARTICULATION

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree at selected Florida state colleges.

## CERTIFICATION

Students will be prepared to take approved state and/or nationally recognized industry certification or licensure exams in their field of study.

For additional program information, please contact the Admissions Department at 754.321.5700.

