



Wayne  
County  
Community  
College  
District

# Medical Administrative Specialist

## PAY

The median annual wage for medical assistants was \$32,480 in May 2017. Specialists salaries will vary by state, location, and the job duties that are performed.

## JOB OUTLOOK

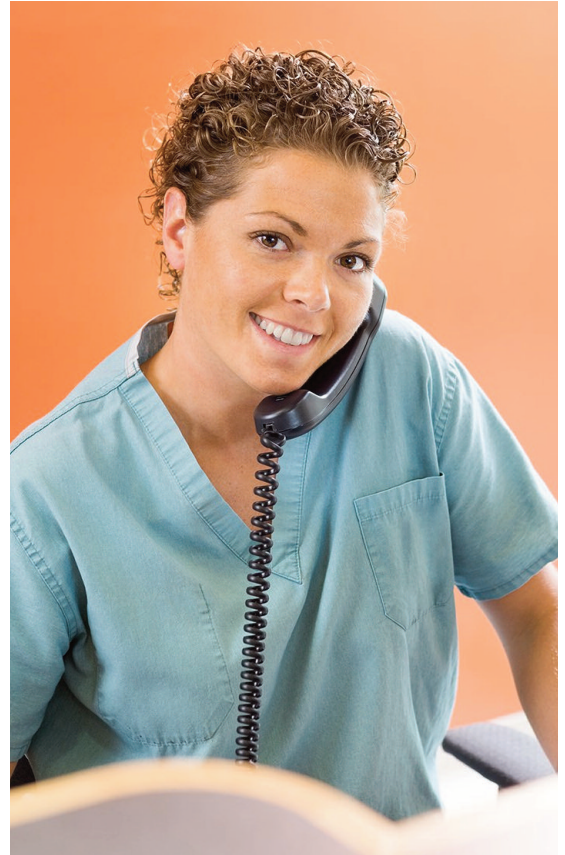
Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

*Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, April 2018, Medical Assistants, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>*



## ABOUT THE PROGRAM

The Medical Administrative Specialist Program prepares students for work in the office of a doctor, clinic, hospital, or for employment wherever knowledge of medical terminology, professional procedures and ethics are required. It also provides excellent preparation for administrative positions in any business. The status of Certified Medical Administrative Specialist can be acquired upon completion of the required job experience and written examinations. To graduate from the program, a student must receive a grade of C or higher in all program courses.



## WHAT DO MEDICAL ADMINISTRATIVE SPECIALISTS DO?

Medical assistants and specialists complete administrative and clinical tasks in the offices of physicians, podiatrists, chiropractors, and other health practitioners. Their duties vary with the location, specialty, and size of the practice.

## WHERE DO THEY WORK?

Most of medical assistants and specialists work in physicians' offices and other healthcare facilities.

**Wayne County Community College District....  
Jobs for Today, Jobs for the Future!**

**FOR MORE INFORMATION, CALL 313-496-2600  
OR VISIT OUR WEBSITE AT WWW.WCCCD.EDU**

## Recommended Sequence of Courses

### Medical Administrative Specialist (MAS): Associate of Applied Science Degree (A.A.S.)

CR. No.	COURSE TITLE	CREDITS
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**PREREQUISITE COURSES**

ACC 100	Introduction to Accounting . . . . .	3
ALH 110	Medical Terminology . . . . .	3
BUS 225	Computer Applications in Business .3	
ALH 115	Medical Computer System . . . . .	3

**PREREQUISITE TOTAL . . . . .12**

CR. No.	COURSE TITLE	CREDITS
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**SEMESTER 1 FIRST 7.5 WEEKS**

MBS 108	Medical Coding . . . . .	3
MOS 120	Medical Office Management . . . . .	3
MOS 140	Patient Case Management . . . . .	3

**SEMESTER 1 SECOND 7.5 WEEKS**

MBS 112	Medical Billing . . . . .	3
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**SEMESTER TOTAL . . . . .12**

**SEMESTER 2 FIRST 7.5 WEEKS**

MBS 122	Advanced Coding . . . . .	3
OIS 280	Office Administration and Professional Development . . . . .	3
MOS 150	Medical Administrative Specialist Practicum . . . . .	5

**SEMESTER 2 SECOND 7.5 WEEKS**

MBS 124	Advanced Coding CPT . . . . .	3
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**SEMESTER TOTAL . . . . .14**

**SEMESTER 3**

MBS 126	Medical Billing Practicum Experience . . . . .	4
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**SEMESTER TOTAL . . . . .4**

**SEMESTER 4**

BIO 155	Introductory Biology . . . . .	4
ENG 119	English I . . . . .	3
PS 101	American Government . . . . .	3

**SEMESTER TOTAL . . . . .10**

**SEMESTER 5**

ENG 120	English II . . . . .	3
PSY 101	Introductory Psychology . . . . .	3
SOC 100	Introduction to Sociology . . . . .	3

**SEMESTER TOTAL . . . . .9**

**AAS DEGREE TOTAL . . . . .61**

### Medical Administrative Specialist (MAS): College Certificate

CR. No.	COURSE TITLE	CREDITS
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**SEMESTER 1 FIRST 7.5 WEEKS**

MBS 108	Medical Coding . . . . .	3
MOS 120	Medical Office Management . . . . .	3
MOS 140	Patient Case Management . . . . .	3

**SEMESTER 1 SECOND 7.5 WEEKS**

MBS 112	Medical Billing . . . . .	3
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**SEMESTER TOTAL . . . . .12**

**SEMESTER 2 FIRST 7.5 WEEKS**

MBS 122	Advanced Coding . . . . .	3
OIS 280	Office Administration and Professional Development . . . . .	3
MOS 150	Medical Administrative Specialist Practicum . . . . .	5

**SEMESTER 2 SECOND 7.5 WEEKS**

MBS 124	Advanced Coding CPT . . . . .	3
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**SEMESTER TOTAL . . . . .14**

**SEMESTER 3**

MBS 126	Medical Billing Practicum Experience . . . . .	4
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**SEMESTER TOTAL . . . . .4**

**CERTIFICATE TOTAL . . . . .30**

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