

# MEDICAL ADMINISTRATIVE SPECIALIST, CERTIFICATE OF PROFICIENCY



The Medical Application Specialist Certificate of Proficiency prepares students for careers in medical office administration. Skill sets in medical terminology, billing practices, legal aspects of medical information, and medical coding combine with workplace application software coursework. All earned credits can be applied towards the Business Technology degree program. A co-op provides real-world working experience in a medical environment.

**This program is available to be completed 100% online.**

**Program contact:** Learn more

**This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at [RegistrarOffice@tri-c.edu](mailto:RegistrarOffice@tri-c.edu).**

Learn more about how certificate credits apply to the related degree.

Basic keyboarding and Windows operating system knowledge are required.

## Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Work independently and collaboratively to meet the needs of the medical organization.
2. Exhibit professional and ethical conduct in personal and professional relationships according to medical office protocol.
3. Communicate verbally and in writing to co-workers, clients, and other professionals using appropriate media and medical terminology.
4. Implement medical billing and coding practices.
5. Determine and use various office applications software to develop document, and manage medical office projects, procedures, and systems
6. Organize time and resources to manage day-to-day operations that meet medical organization guidelines and goals.

## Suggested Semester Sequence

Summer Start

Credit  
Hours

Select one of the following: 3

ENG-1010 College Composition I

ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
<b>Credit Hours</b>		<b>6</b>
<b>First Semester</b>		
BADM-1020	Introduction to Business	3
BT-1150	Word for Business Documents	3
BT-2040	Emerging Workplace Technology	3
HTEC-1060	Medical Terminology I <sup>1</sup>	3
BT-1700	Business Spreadsheets (Excel)	3
<b>Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
HIM-1113	Physician Office Coding with Current Procedural Terminology (CPT) Coding	2
HIM-1114	Medical Office Coding with ICD-10-CM	3
HIM-1122	Medical Billing Practices for Healthcare Providers	3
HTEC-2060	Medical Terminology II <sup>2</sup>	2
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
BT-2830	Cooperative Field Experience	1-3
<b>Credit Hours</b>		<b>14-16</b>
<b>Total Credit Hours</b>		<b>35-37</b>

<sup>1</sup> MA-1020 Medical Terminology I will be accepted in place of HTEC-1060 Medical Terminology I.

<sup>2</sup> MA-2010 Medical Terminology II will be accepted in place of HTEC-2060 Medical Terminology II.

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.