

## Medical Administrative Assistant/Secretary (MDAD)

### Associate in Science Degree in Professional Studies (AS\_ADOT)

Knight Campus, Warwick only

The Medical Administrative Assistant/Secretary concentration prepares students to perform administrative and clinical duties. Some responsibilities encountered by graduates include preparing medical correspondence, assisting physicians with medical reports and histories and arranging for patient hospitalization, including insurance and billing practices. This is currently considered one of the fastest-growing occupations.

This program provides the highly technical training necessary for a competent medical assistant/secretary. In their last semester, students are given the opportunity to work in a local medical office.

**Note:** Many courses require prerequisites, corequisites and/or testing. [See course descriptions for details.](#)

#### RECOMMENDED COURSE SEQUENCE

##### General Education Requirements

| COURSE NO.                                   | COURSE TITLE                              | COURSE NOTES                                                                                  | CREDITS |
|----------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------|---------|
| BIOL 1070                                    | Human Anatomy and Physiology              |                                                                                               | 3       |
| BIOL 1080                                    | Introduction to Clinical Procedures       |                                                                                               | 3       |
| BIOL 1110                                    | Introduction to Pharmacology              |                                                                                               | 1       |
| ENGL 1010                                    | Composition I                             |                                                                                               | 3       |
| ENGL 1400                                    | Business Writing for Office Professionals |                                                                                               | 3       |
| MATH 1005                                    | Business Mathematics                      |                                                                                               | 3       |
| PSYC 1030                                    | Psychology of Personal Adjustment         |                                                                                               | 3       |
| <a href="#">Social Science Elective</a>      |                                           | <a href="#">See this page for a complete list of courses that fulfill the SSCI attribute.</a> | 3       |
| Total General Education Requirements Credits |                                           |                                                                                               | 22      |

**Major Requirements**

| <b>COURSE NO.</b>                       | <b>COURSE TITLE</b>                                | <b>COURSE NOTES</b> | <b>CREDITS</b> |
|-----------------------------------------|----------------------------------------------------|---------------------|----------------|
| MEDL 2350                               | Medical Terminology                                |                     | 2              |
| MEDL 2360                               | Medical Document Processing                        |                     | 2              |
| MEDL 2380                               | Medical Office Transcription I                     |                     | 3              |
| MEDL 2410                               | Medical Insurance Billing                          |                     | 3              |
| ADAS 2570                               | Administrative Office Management                   |                     | 3              |
| MEDL 2430                               | Electronic Medical Records and Practice Management |                     | 3              |
| MEDL 2480                               | Medical Office Transcription II                    |                     | 2              |
| OFTD 1105                               | Essential Note Taking Skills                       |                     | 1              |
| OFTD 1120                               | Microcomputer Keyboarding                          |                     | 3              |
| OFTD 1130                               | Editing Skills for Office Communications I         |                     | 2              |
| OFTD 1140                               | Office Technology & Procedures I                   |                     | 3              |
| OFTD 1180                               | Speech Recognition Software Applications I         |                     | 1              |
| OFTD 1190                               | Speech Recognition Software Applications II        |                     | 1              |
| OFTD 1220                               | Microsoft Office Applications I                    |                     | 4              |
| OFTD 1250                               | Office Accounting                                  |                     | 2              |
| OFTD 1280                               | Editing Skills for Office Communications II        |                     | 3              |
| OFTD 1370                               | Business File Management                           |                     | 2              |
| MEDL 2910                               | Medical Cooperative Work Experience                |                     | 3              |
| <b>Total Major Requirements Credits</b> |                                                    |                     | <b>43</b>      |
| <b>Total Program Credits</b>            |                                                    |                     | <b>65</b>      |