

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
Social Science Elective		See this page for a complete list of courses that fulfill the SSCI attribute.	3
Total General Education Requirements Credits			22

Major Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
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
Total Major Requirements Credits			43
Total Program Credits			65