

Thank you for your interest in George Stone Technical College. The **Medical Administrative Specialist Program** consists of four courses that are completed in order. Here is a breakdown of each.

The first course is “**Information Technology Assistant**”. This course takes most students about nine weeks to complete. It consists of an introduction to the MS Office Suite (Word, Excel, PowerPoint, Access and Outlook). Also, an introduction to the business world and how to complete various employment documents (letter of application, Resume, etc.)

The second course is “**Front Desk Specialist**”. This course takes most students 12-16 weeks to complete. It consists of more advanced lessons from the MS Office Suite (Word, Excel, PowerPoint, and Outlook). In addition, students learn customer service skills, machine transcription, filing, and additional lessons of the business world.

The third course is “**Medical Office Technologist**”. This course takes most students 12-16 weeks to complete. It consists of medical terminology, general medical office procedures, and learning the Adobe Acrobat Professional software application.

The fourth course is “**Medical Administrative Specialist**”. This course takes most students 12-18 weeks to complete. It consists of medical transcription and dictation, additional general medical office procedures, and a medical simulation practice in which students complete all of the various tasks of a medical office (checking in patients, insurance verification, an introduction to billing and coding). Students learn how to complete extensive project research, and they prepare and take the Certified Medical Administrative Assistant (CMAA) Certification Exam. In addition, students become highly proficient in the employability process (interview skills, Resume writing, letter of application, and the follow-up letter). Students also complete a short work-based training experience.

Our programs are self-paced. Students work to complete their class assignments at their own pace. There is seldom teacher-lead instruction provided. Instead, students are provided one-on-one assistance with classwork as needed. Each course has a “pacing guide” that helps students to stay on track so that they complete their program within the allotted time.

Upon completion of this program, students are ready to begin employment as Front Desk Receptionists/Clerks in a medical facility, Medical Secretaries and Medical Office Specialist.