

2016/2017



Sheridan Technical College  
& Technical High School  
[www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu)

*Hello Career!*

**Main Campus** 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400  
**West Campus** 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900  
**High School Campus** 3775 S.W. 16th Street • Fort Lauderdale, FL 33312 • Tel: 754.321.7450

## MEDICAL ADMINISTRATIVE SPECIALIST



### Areas of Interest

- Business Fundamentals
- Computer Literacy
- Document Preparation
- Employability Skills and Portfolio
- Insurance and Billing
- Medical Office Procedures
- Medical Terminology
- Medical Transcription
- Microsoft Office 2013/2016
- ICD-9-CM

### Program Length

1050 hrs | Full Time 10 - 12 months

### Approximate Cost

\$3,853

### Schedule

- Monday - Thursday  
8:00 am - 2:30 pm
- Friday Online  
8:00 am - 2:30 pm

### Description of Program

This program will provide students with a variety of skills to prepare them for employment in the medical field as secretarial and administrative support positions. The program will include training in medical office duties that utilize knowledge of medical terminology and medical office procedures. Training will include how to transcribe medical documents, perform medical office functions using specialized medical scheduling/billing software, and produce high quality employment portfolios. Students in the program will also work with the latest software that will help them succeed in the medical environment.

### Requirements for Admission

- Orientation/Testing/Counselor Interview
- High School Diploma or GED



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To be admitted into a program of study offered by Sheridan Technical College, an individual must satisfy all of the admission requirements applicable to that program of study. General admissions and registration procedures for Sheridan Technical College are as follows:

## ADMISSION AND REGISTRATION PROCEDURES

### 1. Attend Orientation

Applicants for technical programs must attend an on campus **or** online orientation.

- **On-campus Orientation:** It is strongly recommended and provides an in depth overview of our programs and resources. For Main Campus orientation, please report to Building #11 by 8:30 am. For West Campus orientation, please report to the main office by 8:00 am.
- **Online Orientation:** At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: <http://www.sheridantechical.com/HowtoApply/OnlineOrientation>

### 2. Take the Test of Adult Basic Education (TABE)

- **Main Campus:** TABE is administered Monday through Thursday for all programs directly after orientation. Applicants must report to Building #11 with a valid picture ID and \$10.00 by 8:30 am.
- **West Campus:** TABE is administered Tuesday, Wednesday and Friday for all programs. Applicants must check in with a valid picture ID and \$10.00 by 8:00 am.
- Prospective students showing evidence pursuant to State Board **Rule 6A-10.040(8)** may be eligible to receive an exemption from taking the TABE. A program counselor/advisor can assist you with identifying Basic Skills exemption criteria.
- Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

### 3. Schedule and Attend a Counselor Interview

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).
- Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures. **Test scores cannot be given over the phone.**
- Please bring two forms of documented Florida residency to the interview.

### 4. Register for Class

- Registration for postsecondary students is held throughout the year.
- Please check with the program counselor/advisor for availability and registration dates.

## Medical Administrative Specialist (B070330)

**Tuition/Registration** **\$3,198**

PAVE .....	\$2,940
Lab .....	\$158
Registration Fee .....	\$80
Student Activity Fee .....	\$10
Test Fee .....	\$10

**Books/Supplies** **\$540**

**Block 1**

BLS Health Providers  
*ISBN: 9781616694074*

Microsoft Office 2013 Introductory  
*ISBN: 9781285166025*

Kinn's Medical Assisting Bundle  
*ISBN: 9780323280402*

Medical Billing 101  
*ISBN: 9781133936817*

Step By Step 2016  
*ISBN: 9781455744657*

Uniform Top

Uniform Pants

Lab Coat

**Industry Credentials** **\$115**

**Approximate Program Cost** **\$3,853**

*Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.*

STCollege\_ProgramDescriptions Rev 1.2017

Sheridan Technical College  
& Technical High School,

**D. Robert Boegli, Director**

Mary A. Barba, Assistant Director  
Barrett Goldman, Assistant Director  
Annette Johnson, Assistant Director  
Jose Laverde, Assistant Director  
Thomas Moncilovich, Assistant Director



Sheridan Technical College  
is accredited by  
the Commission of the Council on Occupational Education.  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel (770) 396-3898 • Fax (770) 396-3790  
[www.council.org](http://www.council.org)



Sheridan Technical College  
Practical Nursing Program is accredited through  
Accreditation Commission for Education in Nursing, Inc.  
Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)



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