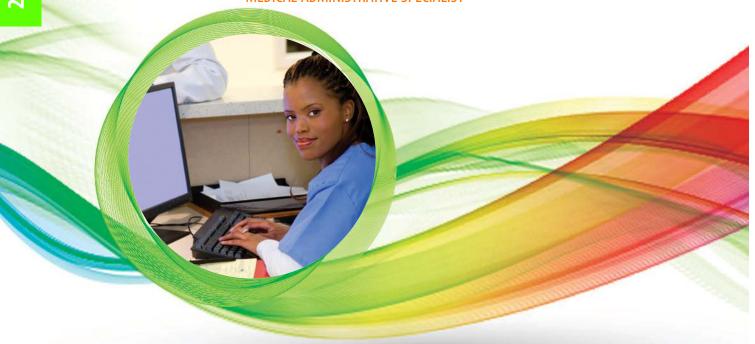
Main Campus
 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400

 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

















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.sheridantechnical.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.

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 Rosewell Road, Building 300, Suite 325 Atlanta, GA 30350 Tel (770) 396-3898 - Fax (770) 396-3790 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, 6A 30326
Tel (404) 975-5000 - Fax (404) 975-5020
www.acenursing.org

Medical Administrative Specialist (B070330)

Turtion/ negistration	33,130
PAVE	\$158 \$80 \$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