



Program Content

- 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 months

Approximate Cost

\$3,605

Location

Main Campus

Schedule

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

Enrollment of New Students

- August
- October
- January
- March
- June

Gainful Employment

- For more information about this program, visit the link below.



MEDICAL ADMINISTRATIVE SPECIALIST



Description of Program

This program will provide students with a variety of skills for employment in the medical field to perform administrative support functions. The program will include training in medical office duties that utilize knowledge of medical terminology, medical office procedures including Medical Billing and Coding, Medical Transcription, and Microsoft Office 2016.

Upon completion of this program, students are qualified to attain the Certified Medical Administrative Assistant (CMAA) certification through the MedCA (Medical Career Assessments) to become part of the Allied Health Profession. As a CMAA you may perform the following tasks:

- Review and answer practice correspondence
- Operate computer systems to accomplish office tasks
- Answer calls, schedule appointments, greet patients and maintain files
- Update and maintain patient and other practice-specific information
- Coordinate operation reports such as time and attendance

By becoming a Certified Medical Administrative Assistant (CMAA), you'll have the recognized credentials healthcare employers are searching for now.

Requirements for Admission

- Orientation/Testing/Counselor Interview

Industry Certification & State Credential Exams

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

- Microsoft Office Specialist (MOS)
- Quickbooks Certified User
- Certified Medical Administrative Specialist (CMAA)

College Credit Transfer Opportunity and/or Advanced Credit

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree by Broward College or the Florida College System.

For eligibility requirements, visit <http://www.broward.edu/academics/cpl/Pages/technical-college.aspx>



Welcome to Sheridan Technical College!

ADMISSION AND REGISTRATION PROCEDURES

1. Attend Orientation

Program specific orientation is held Monday through Thursday. To register for orientation:

- **Main (Hollywood) Campus:** Report to Building 11, Office of Student Affairs no later than 8:30 a.m.
- **West (Pembroke Pines) Campus:** Report to the main office no later than 8:00 a.m.

2. Apply for Financial Assistance (OPTIONAL)

- If you require financial assistance please complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. Delays in completing the financial aid process may affect your ability to register on time.

3. Take the Test of Adult Basic Education (TABE)

- Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. The TABE test is approximately 2.5 hours and assesses students in the areas of reading, math and language. To register please bring \$15.00 and a valid picture ID. The test schedule and registration location is as follows:
- **Main (Hollywood) Campus:** M-TH report to Building 11, Office of Student Affairs no later than 9:00 a.m.
(Report to Building 11 no later than 8:30 a.m. when also attending orientation)
- **West (Pembroke Pines) Campus:** T, W, F report to the main office no later than 8:00 a.m.

4. Counselor Interview

- You must meet with your program counselor/advisor to finalize the admissions process. Topics to be discussed include: TABE scores, TABE exemption, remediation, Florida residency for tuition purposes, etc. Test scores cannot be provided over the phone. There are no appointments required to meet with the program counselor/advisor. Please contact our offices to obtain counselor/advisor office hours.

5. Register for Class

- Registration is on a first come, first served basis. Prospective students can register upon receiving an acceptance letter. Registration is held throughout the year, so verify course availability and registration dates with the program counselor/advisor. Textbooks, uniforms, kits and all other required supplies must be purchased prior to the first day of class

BASIC SKILLS EXEMPTION - You may be exempt from the TABE if you:

- Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year there after, and earned a Florida standard high school diploma (official high school transcript required);
- Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university (official diploma or transcript required);
- Demonstrate readiness via the 2014 GED®, P.E.R.T, ACT, SAT, WBST and/or GAIN (official test results required);
- Active duty member of any branch of the United States Armed Services (paper order or ID card required);
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (official test results required); or
- Enrolled in an apprenticeship program that is registered with FDOE.

MEDICAL ADMINISTRATIVE SPECIALIST (B072000)

Tuition/Registration **\$3,203**

PAVE	\$2,940
Lab	\$158
Registration Fee	\$80
Student Activity Fee	\$10
Test Fee	\$15

Books/Supplies **\$402**

Administrative Medical Assistant Bundle 13th Edition
ISBN: 9780323584333

Industry Credentials **\$0**

Microsoft Office Specialist (MOS)
Quickbooks Certified User
Certified Medical Administrative Specialist (CMAA)

Approximate Program Cost **\$3,605**

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.

STC_Program Sheets Rev 10.2017

Sheridan Technical College & Technical High School – Thomas Monclovich, Director

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



Sheridan Technical College is able to provide more information about our graduation rates, the median debt of students who have completed the programs, and other important information. Please visit our website at <http://www.sheridantechnicalcollege.edu/gainful-employment-pages>.



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



Sheridan Technical College Practical Nursing Program is accredited through 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



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