



Medical Administrative Specialist

- Program Content:** This program instructs how to serve a key role in a medical office, clinic and hospital settings. Learn to become a multi-skilled practitioner, competent in medical records management, insurance processing, coding and billing, management tasks. Become very familiar with clinical and technical concepts that are required to coordinate administrative office functions in the healthcare setting (Microsoft Office, Medisoft, Excel, Access, PowerPoint, outlook, EHR/Electric Health Records).
- Admissions:** Apply to MTC at <https://manateetech.edu/apply-now/>. Submit your application to access your "To Do List."
Email mtcalledhealth@manateeschools.net to request a virtual **mandatory** information session.
Complete your "To-Do List" at <https://www.MTCdashboard.net>.
The deadline for your completed "To-Do List" is 4 weeks prior to the class start date.
Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: <https://www.manateetech.edu/quick-docs/>
- Length of Program:** **Full-Time:** 1050 hours – approximately 11 months to complete
Clinical hours scheduled throughout the program (80 hours)
Schedules vary depending on clinical site.
- Dual Enrollment:** Yes
- Industry Certification:** Certified Medical Administrative Assistant (CMAA).
- Articulation:** May be available towards credits at Florida public colleges/universities.
Speak with a Career Counselor for more information.
- Job Placement Rate:** 75%
- On-Time Completion Rate:** 92%
- Location:** MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100
- Start Date:** August, January
- Start Time:** **Day: Monday – Friday** 8:00 a.m. – 3:00 p.m.
- For More Information:** Contact the Career Counselor at 941.752.8100 x 2032, [Email](#)

Program #B070300	CIP# 0551071603
Estimated Tuition, Lab, and Fees (<i>includes administrative fee</i>)	\$3733.00
Additional Fees Due Prior to Pre-Admittance	
Application Fee	\$30.00
Background Check (<i>All for Life</i>)	\$58.00
Bookstore	
Patches (two patches must be purchased)	\$10.00
Additional Required Items (Outside Vendor)	
Uniforms – Eggplant Color Scrubs	Price Varies
Flash Drive – 8GB or Higher	Price Varies
<i>Estimated Total Cost of Program</i>	\$3831.00

Financial aid available depending on student's eligibility

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: <http://manateetech.edu/current-students/bookstore/>

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for Non-Florida residents.

The School Board does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations. The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquires or complaints are dealt with promptly in accordance with law. S/He shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

941.752.8100

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