

Medical Support Careers

Online & Winona Campus

OVERVIEW

Medical Support Careers provide a pathway to an exciting, challenging place in the field of health care.

Medical Support Careers offer students a variety of non-clinical medical career opportunities. Whether working behind the scenes or in a public position, these roles provide essential services to both patients and health care providers:

- Health Unit Coordinator
- Healthcare Documentation Specialist
- Medical Administrative Assistant
- Medical Administrative Specialist

At Minnesota State College Southeast, we provide challenging hands-on experience designed to prepare students for employment. Our students learn to prepare medical documents utilizing correct punctuation and capitalization emphasizing number, abbreviation, symbol, and metric measurement rules. HIPAA guidelines are discussed, recognizing patients' rights to protect their medical information.

Successful graduates possess invaluable skills such as ability to key accurate, detailed, personal information relating to each patient's medical, surgical, psychiatric, social, and family history. As students gain competence in their work, they will advance to a higher level of critical thinking and problem solving.

On campus or online

Students may begin fall or spring semester and may attend full time or part time. All of the Medical Support Careers programs are offered on the Winona, Minnesota campus or 100% online. Students can combine on-campus and on-line courses to complete their programs.

MAJORS WITHIN

Medical Administrative Assistant	AAS	60 credits
Medical Administrative Specialist	Diploma	44 credits
Healthcare Documentation Specialist	Certificate	30 credits
Health Unit Coordinator	Certificate	28 credits
See backside for program plan		

PROGRAM OUTCOMES

Program graduates will be able to:

1. Produce medical documents using correct English and proofreading skills.
2. Understand the impact that prejudice and bias have on personal attitudes, behaviors, and physical and mental health.
3. Use systematic, critical, and creative processes to identify problems and make decisions.
4. Demonstrate the ability to correctly spell, define, and pronounce medical terminology.
5. Demonstrate critical thinking skills and ethical behavior maintaining appropriate confidentiality according to organization policies in a medical setting.
6. Exhibit proficiency in transcribing medical documents that meet professional medical office standards.



PROGRAM HIGHLIGHTS

Instructors have professional experience in the program fields

Students work with actual clinic/hospital documents

Established affiliation agreements have been developed with area clinics/hospitals

All programs are offered online as well as on campus

CAREER OPPORTUNITIES

Medical Centers
 Outpatient Clinics
 Insurance Companies
 Sports Medicine Facilities
 Extended Care Facilities
 Home Health Agencies
 Government Agencies

PROGRAM COSTS - estimated cost including tuition, books and supplies

Medical Administrative Assistant	
AAS	\$13,575
Medical Administrative Specialist	
Diploma	\$9,417
Healthcare Documentation Specialist	
Certificate	\$6,512
Health Unit Coordinator	
Certificate	\$6,284



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Sample Program Plan

Revised 4.12.19

Medical Administrative Assistant - AAS

Course No.	Course Name	Credits
First Semester (Fall or Spring)		
MEDS 1207	Anatomy & Physiology Disease Conditions	3
MEDS 1210	Medical Terminology	4
Gen Ed	Goal 1: Written and Oral Communications	3
Gen Ed	Goal 4: Mathematics	3
Gen Ed*	Course from any MnTC Goal 1 – 10	3
Semester total		16
Second Semester (Fall or Spring)		
ADMS 1417	Word Processing I	2
COMP 1140	Online Communications	1
MEDS 1216	Healthcare Documentation I & II	4
MEDS 1605	Legal & Ethical Aspects of Health Information	2
MEDS 1610	Pharmacology	2
Gen Ed*	Goal 5: History, Social, & Behavioral Sciences	3
Semester total		14
Third Semester (Fall, Spring or Summer)		
ACCT 1218	Spreadsheets Concepts and Applications	3
ADMS 2417	Word Processing II	2
ADMS 1419	Business Communications	3
MEDS 1212	Medical Office Procedures	4
Gen Ed*	Goal 6: Humanities and Fine Arts	3
Semester total		15
Fourth Semester (Fall, Spring or Summer)		
MEDS 1217	Advanced Medical Office Procedures	4
MEDS 1220	Essentials of Healthcare Documentation	3
MEDS 1219	Interpersonal Career Concepts	3
MEDS 1222	Medical Insurance I	2
MEDS 1601	Introduction to Health Information Management	3
Semester total		15
		Total Required Credits - 60

* Courses that can be taken any semester.

Health Unit Coordinator - Certificate

Course No.	Course Name	Credits
First Semester (Fall or Spring)		
ADMS 1417	Word Processing I	2
MEDS 1207	Anatomy & Physiology Disease Conditions	3
MEDS 1210	Medical Terminology	4
MEDS 1240	Health Unit Coordinator	3
COMP 1140	Online Communications	1
Semester Total		13
Second Semester (Fall or Spring)		
ADMS 1424	Integrated Office Skills	2
MEDS 1214	Healthcare Documentation I	2
MEDS 1219	Interpersonal Career Concepts	3
MEDS 1222	Medical Insurance I	2
MEDS 1605	Legal & Ethical Aspects of Health Information	2
MEDS 1610	Pharmacology	2
Technical electives (see advisor for approved electives)		2
Semester Total		15
		Total Required Credits - 28

Medical Administrative Specialist - Diploma

Course No.	Course Name	Credits
First Semester (Fall or Spring)		
ADMS 1417	Word Processing I	2
MEDS 1207	Anatomy & Physiology Disease Conditions	3
MEDS 1210	Medical Terminology	4
COMP 1140	Online Communications	1
Gen Ed	English	2
Gen Ed	Math	2
Semester Total		14
Second Semester (Fall or Spring)		
MEDS 1212	Medical Office Procedures	4
MEDS 1216	Healthcare Documentation I & II	4
MEDS 1605	Legal & Ethical Aspects of Health Information	2
MEDS 1610	Pharmacology	2
Gen-Ed	Elective	3
Semester Total		15
Third Semester (Fall, Spring or Summer)		
ADMS 1419	Business Communications	3
MEDS 1217	Advanced Medical Office Procedures	4
MEDS 1220	Essentials of Healthcare Documentation	3
MEDS 1219	Interpersonal Career Concepts	3
MEDS 1222	Medical Insurance I	2
Semester total		15
		Total Required Credits - 44

Healthcare Documentation Specialist - Certificate

Course No.	Course Name	Credits
First Semester (Fall or Spring)		
MEDS 1207	Anatomy & Physiology Disease Conditions	3
MEDS 1210	Medical Terminology	4
MEDS 1216	Healthcare Documentation I & II	4
ADMS 1417	Word Processing I	2
Gen Ed	English Requirement	2
Semester Total		15
Second Semester (Fall or Spring)		
COMP 1140	Online Communications	1
MEDS 1212	Medical Office Procedures	4
MEDS 1220	Essentials of Healthcare Documentation	3
MEDS 1219	Interpersonal Career Concepts	3
MEDS 1605	Legal & Ethical Aspects of Health Information	2
MEDS 1610	Pharmacology	2
Semester Total		15
		Total Required Credits - 30