Medical Administrative Specialist

A Medical Administrative Specialist serves a key role in medical office, clinic and hospital settings. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. A Medical Administrative Specialist is very familiar with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting.

Nature of the Work

Medical A Medical Administrative Specialist must have a sincere desire to help people and a willingness to learn the complexities of the health care industry. Medical Administrative Specialists work most of their time in the “front” office of a physician office, clinic or hospital. A medical administrative specialist must be outgoing, patient, and have an attention to detail. Also, this individual must be willing to learn new procedures, laws and insurance filing forms.

Some of the duties performed by a Medical Administrative Specialist include:

- Set appointment times
- Greet patients
- File and pull charts
- Handle insurance information
- Assist new patients with paperwork
- Know word processing
- Know bookkeeping
- Type medical correspondence
- Transcribe medical dictation
- Understand and know insurance coding information
- Scheduling hospital admissions
- Types case histories
- Fill out and submit insurance medical forms
- Collects and records payments
- Must know medical terminology
Education and Training
A Medical Administrative Specialist must have a high school diploma or G.E.D. with acceptable training. Many colleges, career schools and technical schools offer Medical Administrative Assistant, Medical Office Assistant, or Medical Secretary Programs. Graduates from these programs will receive either a certificate or diploma depending on the program. Graduation from a school that is accredited makes it easier to apply for certification.

Certification/Licensing: Each individual state decides the scope of practice for Medical Administrative Specialists. Most states do not have licensure laws, but many states do have a scope of practice for Medical Administrative Specialists or Medical Assistants.

Certification by a recognized organization enables Medical Administrative Specialists to be promoted faster, earn a higher pay and great respect. Employers prefer to hire experienced workers and many prefer certified applicants who have passed a national examination, indicating that the Medical Administrative Specialist meets certain standards of competence.

Employment
Medical administrative specialists held about 525,600 jobs in 2012. Employment is projected to grow 36 percent from 2012 to 2022, much faster than the average for all occupations. Federal health legislation will expand the number of patients who have access to health insurance, increasing patient access to medical care. In addition, the aging population will have increased demand for medical services. As a result, medical secretaries will be needed to handle administrative tasks related to billing and insurance processing.

Salary
The Earnings vary depending on experience, education and skill level. Median annual wages for medical administrative specialists in May 2012 was $31,350. The lowest 10 percent earned less than $21,910, and the top 10 percent earned more than $57,750.

Profession Source: US Bureau of Labor Statistics: