

# MEDICAL RECEPTION C.A.S.

## Michelle Boller, Director

The Medical Reception Certificate prepares students with the required skills to provide exceptional service to patients in a medical setting, ranging from private practice receptionists to hospital ward secretaries. Students learn how to perform essential duties including:

- Greeting patients, scheduling appointments, screening telephone calls, obtaining and entering patient registration information, releasing appropriate medical information, maintaining medical records, and managing patient flow
- Understanding the financial transactions of a practice with a clear understanding of all the activities in the billing and collection cycle
- Applying foundational knowledge of medical law and the principles of medical ethics as well as the guidelines established by HIPAA.

Upon completion of the program, students receive a Certificate of Applied Science and will be prepared to work as receptionists in healthcare facilities and physician offices.

## Certificate of Applied Science - Medical Reception

### Missoula College

Degree Specific Credits: 33-34

Required Cumulative GPA: 2.0

### Catalog Year: 2018-2019

**Note:** See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

## Summary

Code	Title	Hours
	Medical Reception Required Courses	30
	Math Requirement	3-4
	Total Hours	33-34

## Medical Reception Required Courses

**Note:** Substitutions are approved at the discretion of the program director.

Code	Title	Hours
<b>Complete all of the following courses:</b>		
ACTG 100 or ACTG 101	Essentials of Accounting Accounting Procedures I	4
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 175	Medical Law & Ethics	2
AHMS 220	Medical Office Procedures	4
AHMS 252	Computerized Medical Billing	3
CAPP 120	Introduction to Computers	3

CAPP 154	MS Word	3
COMX 115S	Introduction to Interpersonal Communications	3.000
WRIT 121 or WRIT 101	Intro to Technical Writing College Writing I	3
Total Hours		31

Minimum Required Grade: C-

## Math Requirement

**Note:** Appropriate placement into Mathematics courses required. Prerequisites may apply.

Code	Title	Hours
<b>Complete any Math course M 105 or above.</b>		3-4
Total Hours		3-4

Minimum Required Grade: C-