



**Medical Receptionist Certificate - 16 credits**  
Program Area: Administrative Support Careers - Medical (Fall 2019)

**\*\*\*REMEMBER TO REGISTER EARLY\*\*\***

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### Program Description

This program is designed to prepare the student for employment as a medical receptionist. Medical receptionists may be responsible for answering telephones, scheduling appointments, and preparing correspondence. Persons in this position need to know medical office terminology; must be familiar with hospital, clinic, and physician office health information procedures; and understand medical laws and ethics. In addition, the medical receptionist may be involved in handling release of information requests.

### Required Courses

Number	Name	Credits	Term
ADSC 1415	Keyboarding I	3	
ADSC 1419	Business English	3	
ADSC 1425	Calculators/Ten Key	1	
ADSC 1610	Medical Office Terminology	3	
ADSC 1611	Medical Office Procedures I	3	
ADSC 1715	Business Document Production	3	

**Total Credits** **16**

**\*Requires a prerequisite or a concurrent course**

### Program Outcomes

- Plan and produce professional written business correspondence using correct English and proofreading skills
- Demonstrate keyboarding production proficiency
- Demonstrate ability to correctly spell, define, and pronounce medical office terminology and/or abbreviations
- Exhibit ethical behavior, positive self-image, and professional conduct
- Develop a job search plan, prepare appropriate documents, and exhibit appropriate interview skills

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### Pre-program Requirements

Successful entry into this program requires basic computer skills and a specific level of skill in the areas of English, mathematics, and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

#### English/Reading:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 OR equivalent course or higher. ENGL/READ 0955 may be taken concurrently.

For interpretation of test results and selection of appropriate coursework; or general information about the program, admissions, financial aid, and getting started at LSC, contact the [professional advising team](mailto:pat@lsc.edu) (pat@lsc.edu) or 218-733-7601

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For more information about the Medical Receptionist Certificate including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities, see the [program website](https://degrees.lsc.edu/medical-receptionist/) (https://degrees.lsc.edu/medical-receptionist/)

- or -

Contact Faculty Advisor, [Barb Struck](mailto:b.struck@lsc.edu) (b.struck@lsc.edu) or 218-733-5998



MINNESOTA STATE

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