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.

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

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 (pat@lsc.edu) or 218-733-7601.
Medical Receptionist Certificate - 16 credits
Program Area: Administrative Support Careers - Medical (Fall 2019)

***REMEMBER TO REGISTER EARLY***

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/)

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