



Medical Receptionist Diploma - 32 credits

Program Area: Administrative Support Careers - Medical (Fall 2017)

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

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
- Plan and deliver verbal presentations using correct English skills
- Demonstrate keyboarding production proficiency
- Demonstrate ability to correctly spell, define, and pronounce medical office terminology and/or abbreviations
- Utilize computer productivity software for business applications
- Integrate medical office tasks such as insurance, coding, banking, telephone techniques, billing, and scheduling of appointments
- Apply learned skills and knowledge from the Medical Receptionist program in an actual or simulated medical setting
- Exhibit ethical behavior, positive self-image, and professional conduct
- Develop a job search plan, prepare appropriate documents, and exhibit appropriate interview skills

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 1614*	Health Insurance and Billing	3	
ADSC 1420	Business Communications	3	
ADSC 1421*	Business Presentations	3	
ADSC 1430	Microsoft Office	3	
ADSC 1612*	Medical Office Procedures II	3	
ADSC 1715	Word Processing	3	
ADSC 1718	Keyboarding Drills	1	

Total Credits

32

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

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 at pat@lsc.edu or 218-733-7601



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

- or -

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



MINNESOTA STATE

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