MEDICAL RECEPTIONIST ITC

Medical Receptionists with positive and caring personalities are important to a medical office. The Medical Receptionist Intermediate Technical Certificate prepares you for an entry-level position in medical-related fields.

The courses cover:

- Telephone and human relations communication
- Appointment scheduling
- Preparing insurance documents for various payers, including: Medicaid, Medicare, Workers' Compensation, & regional carriers.
- Medical office records and organization
- Physician chart note transcription
- Medical terminology

Upon completion of this certificate, you will:

- Apply English and word processing skills to transcribe physician dictation
- Have basic knowledge of medical billing software
- Have basic knowledge of electronic patient scheduling and initial data entry
- Have the ability to multitask in a medical setting
- Understand HIPAA regulations and the importance of medical ethics and medical record responsibilities

General Education Core

Code	Title	Credits
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
or PSYC-101	INTRODUCTION TO GENERAL PSYCHOLOGY	
Total Credits		**6.00**

Program Requirements

Code	Title	Credits
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-200	BUSINESS DOCUMENT PROCESSING	3.00
MEDPT-173	MEDICAL TERMINOLOGY	3.00
MEDPT-175	ADMINISTRATIVE MEDICAL ASSISTING I	3.00
MEDPT-251	MEDICAL TRANSCRIPTION I	3.00
MEDPT-259	PATIENT RECORD SYSTEMS	3.00
Select one of the following:		3.00-4.00
GNBPT-202	FINANCIAL BUSINESS APPLICATIONS	
MTHPT-130	FINITE MATHEMATICS	
MTHPT-137	MATH FOR TECHNOLOGY	
Total Credits		**24.00-25.00**