



Medical Receptionist Program Description

Industry Description

The medical receptionist's job may include scheduling patient appointments, explaining clinic policy to patients, receiving and delivering messages, processing incoming and outgoing mail, receiving calls from hospital labs and x-ray, taking prescription refill messages, scheduling patient hospital admissions, filing medical reports and insurance forms, pulling patient charts, completing insurance and other forms, coding of diagnoses and procedures, opening the office in the morning, and maintaining the receptionist area.

Program Description

The Medical Receptionist program consists of administrative courses designed to develop basic skills such as keyboarding and computer usage and medical specialty courses such as medical terminology and medical office procedures.

In addition to keyboarding and basic computer skills, the student will receive training in communications, anatomy and physiology, medical terminology, and medical procedures.

IMPORTANT ACCUPLACER Test Requirement: ACCUPLACER testing in math, reading and writing. Any needed developmental courses must be completed before receiving a diploma or an A.A.S. award.

Program Essentials

Length of Program

Diploma 42 credits

Start Dates

Fall Semester	August
Spring Semester	January
Summer Semester	May

Program Contact

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For information on how to apply or to schedule a campus tour please contact the [Admissions Office](#), Phone (763) 576-4850, E-mail info@anokatech.edu

**Medical Receptionist
Diploma 42 Credits**

General Education 7 Credits

ENGL1105	Composition I	4
SPCH1200	Interpersonal Communications	3

Technical Education 31 Credits

ADSC1010	Keyboarding I	3
ADSC1031	Business English Skills	3
ADSC1036	Administrative Office Procedures	3
ADSC1040	Applied Medical Terminology	2
ADSC1196	Microsoft Word	4
ADSC1205	Written Business Communications	3
ADSC1281	Medical Office Procedures	1
ADSC1340	Business Job Seeking Skills	1
COMP1000	Introduction to Computers	3
HLTH1000	Disease Conditions	2
HLTH1005	Anatomy and Physiology	4
HLTH1040	Medical Terminology	2

Electives 4 Credits

ADSC1051	Office Accounting	3
ADSC1141	Integrated Software Applications	3
ADSC1161	Microsoft PowerPoint	2
ADSC1171	Microsoft Excel	2
ADSC1181	Microsoft Access	2
ADSC1201	Desktop Publishing	2
ADSC1221	Intro to Health Information Mgt	3
ADSC1231	ICD-9-CM Coding	3
ADSC1290	Medical Transcription I	3
ADSC1300	Medical Transcription II	3
ADSC1375	Skillbuilding I	1
COMP1042	Windows: Short Course	1
NURS1140	Pharmacology I	1