

Medical Receptionist

Diploma

Program Information

The Anoka Technical College Medical Receptionist diploma is a 42-credit program.

See *Industry Information*.

Prerequisites

See *Credits*:

- [A] *The prerequisite to this course is COMP0100 (Basic Computer Keyboarding) or equivalent.*
- [B] *The prerequisite to this course is ADSC1010 (Keyboarding I) or equivalent.*
- [C] *The prerequisite to this course is ADSC1196 (MS Word) or equivalent.*
- [D] *The prerequisite to this course is COMP1000 (Intro to Computers) or equivalent.*
- [E] *The prerequisite to this course is ADSC1031 (Business English).*
- [F] *The prerequisite to this course is passing grade on the assessment testing for applicable content.*
- [G] *The prerequisite to this course is ADSC1040 (Medical Terminology).*
- [H] *A documented keyboarding skill of 50 WPM will be required to successfully pass this course.*

Also see *Graduation Requirements*.

Background Study

Minnesota Law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct contact with patients as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Anoka Technical College will withdraw any student who is disqualified by the Minnesota Department of Health. The student is responsible for requesting the commissioner to reconsider the disqualification.

Also see *Graduation Requirements*.

Graduation Requirements

ACCUPLACER Test Requirement: Anoka Technical College requires that all students seeking an associate in applied science (AAS) or diploma have new student assessment scores exempting them from taking basic math, basic English, and reading or complete basic math, basic English, and/or reading courses with a "C" grade or better.

See Graduation Standards in the *Student Handbook*.

NOTE: Program plans are subject to change. Please contact your program advisor for the most current program information.

Technical Requirements	42
TOTAL CREDITS	42

Technical Education

42 Credits

<input type="checkbox"/>	ADSC1010	Keyboarding I ^[A]	3
<input type="checkbox"/>	ADSC1031	Business English Skills ^[F]	3
<input type="checkbox"/>	ADSC1038	Administrative Office Procedures ^[B&D&H]	4
<input type="checkbox"/>	ADSC1040	Applied Medical Terminology ^[G]	2
<input type="checkbox"/>	ADSC1053	Office Bookkeeping ^[F]	3
<input type="checkbox"/>	ADSC1141	Integrated Software Applications ^[C&D]	3
<input type="checkbox"/>	ADSC1161	Microsoft PowerPoint ^[D]	2
<input type="checkbox"/>	ADSC1171	Microsoft Excel ^[D]	2
<input type="checkbox"/>	ADSC1181	Microsoft Access ^[D]	2
<input type="checkbox"/>	ADSC1196	Microsoft Word ^[D]	4
<input type="checkbox"/>	ADSC1205	Written Business Communications ^[E]	3
<input type="checkbox"/>	ADSC1282	Medical Office Procedures ^[B&G]	3
<input type="checkbox"/>	ADSC1340	Business Job Seeking Skills ^[C]	1
<input type="checkbox"/>	COMP1000	Introduction to Computers ^[A]	3
<input type="checkbox"/>	COMP1004	Electronic Health Records	2
<input type="checkbox"/>	HLTH1040	Medical Terminology	2

Other courses maybe substituted with advisor's approval.

Also see: *Medical Administrative Specialist associate in applied science (AAS) degree*

Transfer Opportunities

To see how this program transfers to other programs, review the Anoka Tech articulation agreements at [Minnesota Transfer](#). Articulation agreements are transfer agreements with specific programs and partnering schools. These agreements detail how specific courses transfer to a specific program at the partnering school. For a complete list of Anoka Tech's articulation agreements listed by program please see this [Minnesota Transfer link](#).

This program may also include Minnesota Transfer Curriculum (MnTC) courses. MnTC courses transfer to meet MnTC general education courses throughout the Minnesota State Colleges and Universities (MnSCU) system. MnTC courses from Anoka Technical College transfer to any MnSCU institution to meet the same goal areas that are met at Anoka Tech.

Students are encouraged to contact the Office of Records and Registration at all transfer schools for details about the institution's transfer process and policies.

For more information please visit our [Transfer page](#)

Industry Information

This career area prepares people to work in health clinics, physician's offices, outpatient facilities, medical laboratories, hospital admitting departments, and other medically related facilities. Those working in this field may be expected to schedule patient appointments; explain clinic policy to patients; receive and relay messages; process incoming and outgoing mail; schedule hospital patient admissions; retrieve patient charts; assist in reimbursement procedures; keyboard hospital documents and forms; maintain the reception area; and use automated record systems to access, enter and edit patient information.

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2014-2015

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Wages/Outlook/Advancement

Wage information is available from the Minnesota Department of Education and the Minnesota Department of Employment and Economic Development.

Gainful Employment

Follow this link for a [Gainful Employment Report](#).

Technical Requirements	42
TOTAL CREDITS	42

Start Dates

Fall Semester	August
Spring Semester	January

Program Contact

Darla Cullen	763-576-4018
Deb Catlett	763-576-4018
For services during Summer hours contact Enrollment Services 763-576-7710	

For information on how to apply or to schedule a tour, please contact Admissions by phone 763-576-7710 or by email at info@anokatech.edu

Sample Program Sequence

	Fall Semester	Spring Semester
FIRST YEAR	ADSC10103	ADSC10402
	ADSC10313	ADSC11712
	COMP10003	ADSC11964
	HLTH10402	ADSC12053
	TOTAL..... 11	TOTAL..... 11
SECOND YEAR	ADSC10384	ADSC11413
	ADSC10533	ADSC12823
	ADSC11612	ADSC13401
	ADSC11812	COMP10042
	TOTAL..... 11	TOTAL..... 9

This information is available in alternative formats by calling 763-576-4069. TTY users can call Minnesota Relay at 800-627-3529 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator. Accredited by the Higher Learning Commission.



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