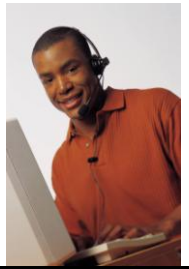


Medical Receptionist Medical Administrative Support

Available as Online Programs



GENERAL INFORMATION

Employment opportunities for trained medical receptionists and medical administrative support personnel are expected to experience faster than average growth. Employment is generally found in hospitals, doctors' offices, clinics, and other medical-care facilities.

Good English, oral and written communication skills, excellent human relations skills, and a typing speed of at least 40 words per minute for medical receptionists and 60 words per minute for medical administrative support personnel are strongly recommended for successful job placement.

If you are interested in working in an office environment in the medical field, consider these three options:

Medical Receptionist – Certificate, 43 credits. Courses focus on basic office skills and customer service, medical terminology, and document handling procedures for a medical office.

Medical Administrative Support – Certificate, 75 credits. This certificate includes courses for the Medical Receptionist Certificate, as well as advanced training in medical office procedures and computer applications.

Business Technology – Associate in Technical Arts Degree, minimum 90 credits. By completing the Medical Administrative Support Certificate (above) and additional credits in English and electives, the associate degree may be earned.

These certificates and degrees are designed to provide the expertise to prepare you to enter successfully into the workforce. They are not designed to transfer toward a university degree; however, it is possible that some courses may be transferable.

FLEXIBLE CLASS SCHEDULING

Do you need to fit your educational goals into a busy family and/or work schedule? Classes offered through EvCC's Business Technology Department are scheduled to allow students to complete these certificates and the ATA degree during evening hours and online. Please consult closely with an advisor if you wish to take evening or online courses to map out your plan to complete certificate and degree requirements.

RELATED PROGRAMS

EvCC's Business Technology Department offers a variety of programs for students interested in preparing for the business office environment. Please consult other curriculum guides for these programs:

- Medical Transcriptionist (Certificate)
- Medical Coding (Certificate)
- Medical Billing Specialist (Certificate)
- Legal Office Assistant (Certificate)
- Administrative Support (Certificate)
- Office Support (Certificate)
- Virtual Assistant (Certificate)
- Business Technology (ATA Degree)

PROGRAM ADVISORS

It is essential to follow program advisor guidance for this program. Please contact one of these EvCC advisors to help you select which degree or certificate pathway to follow and to map out your program of study.

Pat Stettler	OLY 223	425-388-9247	pstettler@everettcc.edu
Kathy Kneifel	OLY 215	425-388-9155	kkneifel@everettcc.edu

If there is no answer, please call the division office at 425-388-9584.

GETTING STARTED AT EVCC

All prospective and current students are invited to contact the Enrollment Services Office or the Counseling Advising and Career Center (CACC) if they would like to speak one to one with an advisor about getting started at EvCC. Contact:

- Enrollment Services, Jackson Center
425-388-9219, admissions@everettcc.edu
- Counseling, Advising and Career Center, Third Floor, Parks
425-388-9263

NOTES FOR ALL CERTIFICATES AND DEGREES

- ◆ (PR) indicates the course has a prerequisite or corequisite. (HR/IC) indicates the course includes human relations and interpersonal communications. (CS) indicates computation skills. (WS) indicates writing skills.
- ◆ The courses are listed in a suggested sequence to assist students in planning for one or more quarters. This sequence assumes full-time enrollment and successful completion each quarter. Part-time students may find their course pattern to be different.
- ◆ **EvCC does not offer every course each quarter.** Please consult the Class Schedule and with a program advisor to plan course selection.

- ◆ Waivers for any of the required courses may be considered on the basis of verifiable evidence of previously acquired skills. Such waivers can be granted only by one of the program advisors listed in this curriculum guide. A waiver does not excuse the student from the requirement to earn the minimum required credits. Courses waived must be replaced with recommended elective courses.
- ◆ To earn a certificate or degree, each course must be completed with a grade of C or higher, excluding credits in English, Humanities, Natural and Social Science.

Certificates and Degrees: Students should meet with a program advisor and maintain their certificate or degree checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

MEDICAL RECEPTIONIST - CERTIFICATE

Student Name: _____ Advisor Signature: _____ Date: _____

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
HLTH 100	Medical Terminology	5	_____	_____
BT 105	Keyboarding Speed and Accuracy (PR)	3	_____	_____
BT 115	Records Management	5	_____	_____
CL 101	Computer Literacy (CP)	5	_____	_____
BT 180	Principles of Medical Insurance	5	_____	_____
BT 181D	Diversity in Law and Ethics for Health Care Occupations (D)	5	_____	_____
BT 182	Medical Office Reception (PR) Offered Winter Only	5	_____	_____
BUS 165 [BT 165]	Service Essentials for Business (HR/IC)	5	_____	_____
BT 162	Job Search/Prof. Development (HR/IC)	5	_____	_____

MINIMUM REQUIRED CREDITS: 43 grade of C or higher required in all classes

ELECTIVES: Students who need additional credits to complete endorsement or certificate requirements must choose from this list. Other courses may be substituted with approval from one of the Business Technology advisors.

<table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Course Number</th> <th style="text-align: left;">Course Title</th> </tr> </thead> <tbody> <tr> <td>ACCT 110</td> <td>College Bookkeeping</td> </tr> <tr> <td>BT 100</td> <td>Beginning Keyboarding/Typing</td> </tr> <tr> <td>BT 240</td> <td>Access</td> </tr> <tr> <td>BT 242</td> <td>Excel</td> </tr> <tr> <td>BT 199</td> <td>Special Projects</td> </tr> </tbody> </table>	Course Number	Course Title	ACCT 110	College Bookkeeping	BT 100	Beginning Keyboarding/Typing	BT 240	Access	BT 242	Excel	BT 199	Special Projects	<table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Course Number</th> <th style="text-align: left;">Course Title</th> </tr> </thead> <tbody> <tr> <td>BT 219</td> <td>MS Word</td> </tr> <tr> <td>BT 252</td> <td>Internship</td> </tr> <tr> <td>BUS 104</td> <td>Business English</td> </tr> <tr> <td>HLTH 140</td> <td>First Aid for Health Professionals</td> </tr> <tr> <td>PEHW 201</td> <td>Emergency Response – American Red Cross</td> </tr> </tbody> </table>	Course Number	Course Title	BT 219	MS Word	BT 252	Internship	BUS 104	Business English	HLTH 140	First Aid for Health Professionals	PEHW 201	Emergency Response – American Red Cross
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MEDICAL ADMINISTRATIVE SUPPORT - CERTIFICATE

Students should meet with a program advisor and maintain this certificate checklist while at Everett Community College. Students must bring this checklist to all advising sessions. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

Student Name: _____ **Advisor Signature:** _____ **Date:** _____

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
HLTH 100	Medical Terminology	5		
CL 101	Computer Literacy (CP)	5		
BUS 104	Business English (WS)	5		
BUS 130	Business Computations (PR) (CP) (CS)	5		
BT 180	Principles of Medical Insurance	5		
BT 219	Introduction to MS Word (PR) (CP)	5		
BUS 110D	Business Communications (PR) (HR/IC) (WS) (D)	5		
BUS 165 [BT 165]	Service Essentials for Business (HR/IC)	5		
BT 182	Medical Office Reception (PR) Offered Winter Only	5		
BT 115	Records Management	5		
BT 181D	Diversity in Law and Ethics for Health Occupations (D)	5		
BT 242	Excel (PR) (CP) (CS)	5		
BT 162	Job Search/Professional Development (HR/IC)	5		
BT 240	Access (PR) (CP)	5		
BT 261	Advanced Office Procedures (PR) (CP) (HR/IC)	5		

MINIMUM REQUIRED CREDITS: 75 grade of C or higher required in all classes

ELECTIVES: Students who need additional credits to complete endorsement or certificate requirements must choose from this list. Other courses may be substituted with approval from one of the Business Technology program advisors.

Course Number	Course Title	Course Number	Course Title
ACCNT 110	Small Business Accounting	BT 229	Advanced Microsoft Word
BT 100	Beginning Keyboarding/Typing	BT 252	Internship
BT 130	Editing and Transcription	BUS 105	Small Business Essentials
BT 199	Special Projects	HEALTH 140	First Aid for Health Professionals
BT 105	Keyboarding – Speed & Accuracy	PEHW 201	Emergency Response – American Red Cross

