Medical Receptionist
Medical Administrative Support
Business Technology ATA

GENERAL INFORMATION

Completion of the Medical Receptionist and Medical Administrative Support certificates help students develop computer literacy in Microsoft Office software, medical terminology, insurance reimbursement, front office registration, and patient communication skills. These certificates and the degree are designed to prepare students to successfully enter the workforce. 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. Employment opportunities for trained medical receptionists and medical administrative support personnel are expected to experience faster than average growth. Employment is generally found in health-related office environments such as physicians' offices, hospitals, clinics, group medical practices, and other medical-care facilities.

Medical receptionists and medical administrative support personnel perform such duties as greet patients and family members, maintain patient records, process insurance, schedule appointments, file, communicate using telephone and written communication, type, and manage the office and personnel.

Anyone with a felony conviction should reconsider the program choice because it could prevent employment in the medical field.

The certificates and degree are offered online as well as on campus. Every course is not offered each quarter, so please consult the class schedule and a program advisor to plan course selection. Students entering the program should have basic keyboarding (type by touch) and basic math skills. Eligibility for Math 76 or higher is recommended. Students entering the program without basic keyboarding skills should take BT100.

PROGRAM ADVISORS

It is essential to meet with a program advisor and maintain the certificate or degree checklist while at Everett Community College. Contact one of the EvCC advisors listed below to help you select which degree/certificate pathway to follow and to create your Degree Audit Plan. If no answer, call the division office at 425-388-9243.

Kathy Kneifel	OLY 215	425.388.9155	kkneifel@everettcc.edu
Theresa Markovich	OLY 217	425.388.9241	tmarkovich@everettcc.edu

GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students; contact Enrollment Services, Parks, Room 201, 425-388-9219, admissions@everettcc.edu. New students requiring advising should contact the Advising Center, Rainier Hall, Room 104, 425-388-9339, www.everettcc.edu/advising.

APPLYING FOR GRADUATION

Two quarters before expected completion, the certificate/degree checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the college requirements for earning a certificate or degree is contained in the college catalog.

BUSINESS TECHNOLOGY MEDICAL CERTIFICATES AND DEGREE

EVERETT
COMMUNITY COLLEGE

Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites. Check online at
http://www.everettcc.edu/catalog/

**Students planning to earn the ATA degree should take COLL 101 within the first two quarters.

BUSINESS TECHNOLOGY CORE REQUIREMENTS FOR ALL CERTIFICATES AND DEGREE (18 CREDITS)

Course	Course Title	Credits	Grade	Quarter	Year
CL 101	Computer Literacy	5			
BT 105	Keyboarding Speed and Accuracy	3			
BUS 104	Business English	5			
BUS 165	Service Essentials for Business	5			

MEDICAL RECEPTIONIST CERTIFICATE (41 CREDITS)
☐ **Complete Core Requirements above plus the 23 credits below**

Course	Course Title	Credits	Grade	Quarter	Year
BT 115	Records Management	5			
BT 180	Principles of Medical Insurance	5			
BT 181D	Diversity in Law & Ethics for Health Care Occupations	5			
BT 182	Medical Reception	3			
HLTH 100	Medical Terminology	5			

MEDICAL ADMINISTRATIVE SUPPORT CERTIFICATE (71 CREDITS)
☐ **Complete Core and Medical Receptionist Requirements above plus the 30 credits below**

Course	Course Title	Credits	Grade	Quarter	Year
BT 162	Job Search & Professional Development	5			
BT 219	Introduction to Microsoft Word	5			
BT 242	Excel	5			
BUS 110D	Business Communications	5			
BUS 130	Business Computations	5			
CL 110	Managing Internet Communication	5			

BUSINESS TECHNOLOGY DEGREE (90 CREDITS)
☐ Completion of Above Requirements for Certificates   ☐ Completion of Diversity Requirement
☐ Completion of Degree Requirements Below   ☐ Completion of Program Approved Electives, if needed

Course	Course Title	Credits	Grade	Quarter	Year
**COLL 101	College Success	2			
BT 240	Access	5			
BT 252	Internship	1-4			
BT 261	Advanced Office Procedures	5			
ENGL 98 or ENGL& 101	Introduction to College Writing English Composition 1	5			
Elective		0-3			

PROGRAM ELECTIVES

Medical Emphasis

HLTH 102	Applied A&P	5
HLTH 130	Disease & Pathology	5
HLTH 208	Healthcare Risk Management	5

Accounting Emphasis

ACCT 110	Small Business Accounting	5
ACCT 112	Business Taxation	5
ACCT 210	Payroll	5
ACCT 215	Computer Accounting	5

Legal Emphasis

BT 145	Civil Litigation	5
BT 146	Wills, Probate, Domestic Relations	5
BT 147	Bankruptcy and Corporate Law	5
BT 148	Advanced Legal Procedures	5

General Electives

BT 100	Beginning Keyboarding	5
BUS 101	Introduction to Business	5
BUS 154	Fundamentals of Supervision	5
BUS 230	Introduction to Hospitality	5
BT 243	Advanced Excel	5
CL 102	Using the Computer and Managing Files	2
CL 107	Fundamental Concepts of Computer Systems	2