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# Medical Receptionist/Transcriptionist Certificate



Health Sciences Career Pathway

The Medical Receptionist/Transcriptionist Certificate program prepares the student for an entry level position as a medical office receptionist or as the first step to becoming a professional medical transcriptionist. Coursework includes study of the human body, medical terminology, office organization, reception, telephone use, insurance billing, communication skills, record keeping, law and ethics, billing and advance medical machine transcription, introduction to computers and word processing. The graduate of this program will have sufficient training as entry level as a transcriptionist, health information desk, or receptionist in a medical setting.

Exceptional typing (60 WPM or more) medical terminology, and transcribing skills are needed for hospital transcribing. This would be emphasized in course choices, if this is the student's goal. Prerequisite courses and required grades qualify the student for progression through the program and MOA 245 Billing/Transcription Externship, a non-paid externship of 150 hours on the job experience. The student may begin during any semester and may attend either part-time or full-time.

**Prerequisite requirements: Keyboarding skills of 45 WPM or CIS 110.**

Minimum credits: .....	34
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses: .....	2.0
Minimum Grades in MOA 120, MOA 230, MOA 235 and MOA 240: .....	2.5
Minimum JCC credits: .....	12
MACRAO agreement: .....	No

## MATHEMATICS

Students interested in the nursing program must complete one of the three following math options:

1. ACT composite score of 18 and math score of 18 or
2. Successfully pass JCC course placement mathematics assessment or
3. Complete MTH 110 with a 2.0 or higher

## RELATED REQUIREMENTS - (13 credits)

ENG 131 Writing Experience .....	3
MOA 112 Insurance Reports, Law and Ethics .....	3
MOA 141 Body Structure and Function or LPN 141 Body Structure and Function or BIO 155 Human Anatomy and Physiology .....	4
SPH 240 Interpersonal Communications or SPH 231 Communication Fundamentals or BUA 120 Human Relations in Business .....	3

## RECEPTIONIST/TRANSCRIPTIONIST CORE REQUIREMENTS — (21 credits)

CIS 101 Introduction to Computer Systems .....	3
CIS 120 Microsoft® Word® Comprehensive .....	3
MOA 120 Medical Terminology .....	3
MOA 230 Medical Machine Transcription.....	3
MOA 235 Advanced Medical Machine Transcription.....	3
MOA 240 Medical Office Procedures .....	3
MOA 245* Billing/Transcription Externship .....	2

## OPTIONAL MULTI-SKILLED ELECTIVES

NUR 121 Pharmacology .....	3
LPN 132 Medication .....	3

**\*Program coordinator approval needed to register for MOA 245. Student must validate a 3.0 or better grade in MOA 120, MOA 230, MOA 235 and MOA 240 for entrance into MOA 245.**