MEDICAL/DENTAL RECEPTION CERTIFICATE

Admission Requirements

Complete the following admission requirements:

- Prerequisites for the program include a high school diploma or GED.

Program Requirements

< Back to Department (https://catalog.uaf.edu/academic-departments/allied-health/)

Minimum Requirements for Medical/Dental Reception Certificate: 30 credits

Students must earn a C- or better in each course.

Code	Title	Credits
General University Requirements		
Complete the general university requirements. (https://catalog.uaf.edu/certificates/#gurcertificatestext)		
Certificate Requirements		
Complete the certificate requirements. (https://catalog.uaf.edu/certificates/#certificaterequirementstext)		9
As part of the certificate requirements, complete the following:		
Communications		
ABUS F271	Business Communications	
or WRTG F111X	Writing Across Contexts	
Computation		
HLTH F116	Mathematics in Health Care (or MATH at the F100 level or above)	
Human Relations		
HLTH F106	Human Behavior in Health Care	
Medical/Dental Reception Program Requirements		
Complete the following:		
HLTH F100	Medical Terminology	3
HLTH F110	Professional Skills for the Workplace	2
HLTH F118	Medical Law and Ethics	2
HLTH F122	First Aid and CPR for the Health Care Provider [1]	0
HLTH F126	Administrative Procedures for the Healthcare Worker	3
HLTH F130	Medical Office Technology	3
HLTH F208	Human Diseases	3
HLTH F236	Outpatient Health Care Reimbursement	3
HLTH F261	Medical/Dental Office Reception Practicum	2
Total Credits		**30**

[1] Complete the course or submit First Aid and CPR for the healthcare provider's cards.