

# O.E.C., MEDICAL OFFICE RECEPTION

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## Occupational Endorsement

Students in the medical office reception program receive education in the theory and skills for both office work and clinical care. Prerequisites for the program include a high school diploma or GED.

Information on any of the allied health programs is available from the allied health division (<https://www.ctc.uaf.edu/academics/allied-health/>) at the Community and Technical College, PO Box 758040, Fairbanks, AK 99775; by calling 907-455-2822; or by email at [fyhealth@uaf.edu](mailto:fyhealth@uaf.edu).

Minimum Requirements for Medical Office  
Reception Occupational Endorsement: 13 credits

Community and Technical College  
907-455-2800  
Allied Health (<https://www.ctc.uaf.edu/academics/allied-health/>)

## Admission Requirements

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

## Program Requirements

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

## Minimum Requirements for Medical Office Reception Occupational Endorsement: 13 credits

Code	Title	Credits
<b>General University Requirements</b>		
Complete the general university requirements. ( <a href="https://catalog.uaf.edu/archives/2020-2021/endorsements/">https://catalog.uaf.edu/archives/2020-2021/endorsements/</a> )		
<b>Occupational Endorsement Requirements</b>		
Complete the occupational endorsement requirements. ( <a href="https://catalog.uaf.edu/archives/2020-2021/endorsements/">https://catalog.uaf.edu/archives/2020-2021/endorsements/</a> )		
<b>Medical Office Reception Program Requirements</b>		
CIOS F150	Computer Business Applications (or documentation of computer skills and approved elective)	3
HLTH F100	Medical Terminology	3
HLTH F110	Professional Skills for the Workplace	2
HLTH F118	Medical Law and Ethics	2
HLTH F126	Administrative Procedures for the Healthcare Worker	3