

CERTIFICATE, MEDICAL/ DENTAL RECEPTION

Program Requirements

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

Minimum Requirements for Medical/ Dental Reception Certificate: 30 credits

Code	Title	Credits
General University Requirements		
Complete the general university requirements. (http://catalog.uaf.edu/certificates-associate/)		
Certificate Requirements		
Complete the certificate requirements. (http://catalog.uaf.edu/certificates-associate/summary-of-certificate-and-associate-degree-requirements/#certificatestext)		
As part of the certificate requirements, complete:		
<i>Communications</i>		
ABUS F271	Business Communications	
	or WRTG F111X Writing Across Contexts	
<i>Computation</i>		
HLTH F116	Mathematics in Health Care (or MATH at the F100 level or above)	
<i>Human Relations</i>		
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

¹ Complete course or submit First Aid and CPR for the healthcare providers cards.