

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 (<http://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. (http://catalog.uaf.edu/certificates/#gurcertificatetext) | | |
| Certificate Requirements | | |
| Complete the certificate requirements. (http://catalog.uaf.edu/certificates/#certificaterequirementstext) | | 9 |
| As part of the certificate requirements, complete the following: | | |
| <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 |
| Total Credits | | 30 |

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