

# MEDICAL OFFICE RECEPTION O.E.C.

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## 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 Office Reception Occupational Endorsement: 13 credits

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

Code	Title	Credits
<b>General University Requirements</b>		
Complete the general university requirements. ( <a href="https://catalog.uaf.edu/endorsements/#guroccupationalendorsementstext">https://catalog.uaf.edu/endorsements/#guroccupationalendorsementstext</a> )		
<b>Occupational Endorsement Requirements</b>		
Complete the occupational endorsement requirements. ( <a href="https://catalog.uaf.edu/endorsements/#occupationalendorsementrequirementstext">https://catalog.uaf.edu/endorsements/#occupationalendorsementrequirementstext</a> )		
<b>Medical Office Reception Program Requirements</b>		
Complete the following:		
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
HLTH F130	Medical Office Technology	3
<b>Total Credits</b>		<b>13</b>