



Medical Office Support Specialist Certificate MF31—13 Credit Hours

Program Description:

The Medical Receptionist TCC program prepares students for employment in a variety of positions in today's medical offices. This program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in medical assisting. Students that complete the program receive a Technical Certificate of Credit as Medical Receptionist.

Contact:

Mettie Hogan, RN
Program Coordinator
 770-233-5498
 mettie.hogan@sctech.edu

Website:

<https://sctech.smartcatalogiq.com/current/catalog/allied-health-programs/mf31-medical-office-support-specialist-technical-certificate-of-credit>

Certificate Requirements

Program Specific

- Offered At Griffin Campus.
- Program entrance Fall, Spring and Summer semester.

S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester

| ✓ | Grade | Semester 1 | S | CR | Notes & Milestones |
|---|-------|--|-----|-----------|-------------------------------|
| | | ALHS 1090 Medical Terminology for Allied Health Sciences | ALL | 2 | |
| | | MAST 1061 Front Office and Legal Implications | ALL | 6 | |
| | | MAST 1112 Insurance and Claims Management | ALL | 5 | |
| | | | | 13 | Program Semester Hours |

Meet with your Faculty Advisor to ensure you are viewing the latest and most accurate information.

Employment Opportunities: <https://www.sctech.edu/career-services/>

Articulation Agreements: <https://sctech.smartcatalogiq.com/current/catalog/articulation-agreements-between-southern-crescent-technical-college-and-other-colleges>

Financial Aid by Program: <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

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