



Medical Receptionist Certificate MR51—16 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:

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Program Coordinator
 770-233-5498
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Website:

<https://sctech.smartcatalogiq.com/current/catalog/allied-health-programs/mr51-medical-receptionist-technician-technical-certificate-of-credit>

Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> Offered At Griffin Campus. Program entrance Fall, Spring and Summer semester. 					
<i>S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester</i>					
✓	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	
		ALHS 1040 Introduction to Health Care	ALL	3	
		Choose OPTION ONE or OPTION TWO			
		OPTION ONE			
		COMP 1000 Introduction to Computer Literacy	ALL	3	
		-AND- BUSN 1440 Document Production OR	ALL	4	
		BUSN 1460 Keyboarding and Document Formatting	ALL	4	
		OPTION 2			
		MAST 1112 Insurance and Claims Management	ALL	5	
				16	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/>

Southern Crescent Technical College does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability. The following persons has been designated to manage inquiries regarding the non-discrimination policies: Eben Risper, Title IX Coordinator for the Griffin Campus, Henry County Center, and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, eben.risper@sctech.edu, 770-228-7382; Teresa Brooks, ADA/Section 504 Coordinator for the Griffin Campus, Henry County Center and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, teresa.brooks@sctech.edu, 770-228-7258; Mary Jackson, Title IX and ADA/Section 504 Coordinator for the Flint River Campus, Butts County Center and Jasper County Center, 1533 Highway 19 South, Thomaston, GA 30286, mary.jackson@sctech.edu, 706-646-6224.