The certificate in medical dental/reception is a one year program training students for entry level employment as a receptionist in a medical or dental office and other outpatient settings. Students receive education in the theory and skills for both office work and clinical care.

Education includes training in health care, medical terminology, administrative procedures, medical law and ethics, and computer applications.

Students are also required to complete a medical/dental receptionist practicum of 80 hours in a local medical office, dental office, or clinic.

Medical/dental receptionists perform many of the administrative duties in a doctor’s office, surgical clinic or dental office. They are responsible for answering the telephone, filing medical records, completing insurance forms, billing and bookkeeping.

Greeting patients and other visitors is their most important responsibility, since it is often by this first impression that new patients make judgments of the organization. Receptionists have a general understanding of the health care delivery system making them highly employable.
MEDICAL/DENTAL RECEPTIONIST

COURSES INCLUDE

• Computer Business Applications
• Medical Terminology
• Professional Skills in the Workplace
• Medical Law and Ethics
• Administrative Procedures I

PROGRAM HIGHLIGHTS

This program includes both classroom learning and hands-on experience to ensure that students receive a well-rounded education, along with a practicum experience in a medical office, dental office, laboratory or hospital.

Program faculty work closely with their students to match their career goals to education pathways. Students who complete an occupational endorsement or certificate can go on to complete their associate of applied science degree, and eventually pursue a bachelor’s degree.

OTHER DETAILS

Prerequisites for the program include a high school diploma or GED. Special admission, licensing, or certification requirements may apply to students in this program. Applicants should familiarize themselves with these and speak with a faculty advisor if they have any questions or concerns.

APPLICATION PROCESS

• Review admission requirements with an advisor by calling 907-455-2823 or email uaf-ctc@alaska.edu
• Apply for admission to UAF: www.uaf.edu/admissions/
• Apply for financial aid: www.uaf.edu/finaid/ or call 907-455-2832
• Find classes & register: www.uaf.edu/coursefinder/
• Get your books & class materials organized - UAF Bookstore: www.uaf.bkstr.com
• Start your journey at UAF CTC!

PROGRAM CONTACT

UAF Community & Technical College
604 Barnette Street, Fairbanks AK 99701
907-455-2823
907-455-2865 fax