

# MEDICAL RECEPTION C.A.S.

The Medical Reception Certificate prepares students with the required skills to provide exceptional service to patients in a medical setting, ranging from private practice receptionists to hospital ward secretaries. Students learn how to perform essential duties including:

- Greeting patients, scheduling appointments, screening telephone calls, obtaining and entering patient registration information, releasing appropriate medical information, maintaining medical records, and managing patient flow.
- Understanding the financial transactions of a practice with a clear understanding of all the activities in the billing and collection cycle.
- Applying foundational knowledge of medical law and the principles of medical ethics as well as the guidelines established by HIPAA.

Upon completion of the program, students receive a Certificate of Applied Science and will be prepared to work as receptionists in healthcare facilities and physician offices.

## General Certificate Requirements

Additional requirements for graduation can be found on the Degree/Certificate Requirements for Graduation page (<https://catalog.umont.edu/academics/graduation-requirements/>).

Unless otherwise noted in individual program requirements, a minimum grade point average of 2.00 in all work attempted at the University of Montana-Missoula is required for graduation. Please see the Academic Policies and Procedures page (<https://catalog.umont.edu/academics/policies-procedures/>) for information on how your GPA is calculated.

Courses taken to satisfy the requirements of a major, minor, or certificate program must be completed with a grade of C- or better unless a higher grade is noted in the program requirements.

## Online Program Option

This program may be completed in an online format (<https://catalog.umont.edu/online-programs/definitions/>). Students interested in pursuing an online degree or certificate program are strongly encouraged to contact the offering department to discuss specific program and course modalities (<https://catalog.umont.edu/online-programs/definitions/>) and create a plan of study with an academic advisor. The course requirements listed below may not be consistently offered via online delivery.

## Certificate of Applied Science - Medical Reception

### Course Requirements

Code	Title	Hours
<b>Complete all of the following courses:</b>		
ACTG 101	Accounting Procedures I	3
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 220	Medical Office Procedures	4
AHMS 252	Computerized Medical Billing	3
AHMS 270E	Medical Ethics	3
CAPP 154	MS Word	3

COMX 115S	Introduction to Interpersonal Communication	3
M 105	Contemporary Mathematics	3
WRIT 101	College Writing I	3
<b>Total Hours</b>		<b>31</b>

## One Year Plan

Course	Title	Hours
<b>First Year</b>		
<b>Autumn</b>		
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals <sup>1</sup>	3
AHMS 220	Medical Office Procedures <sup>2</sup>	4
CAPP 154	MS Word	3
M 105 or M 115	Contemporary Mathematics or Probability and Linear Mathematics	3-4
<b>Hours</b>		<b>16-17</b>
<b>Spring</b>		
ACTG 101	Accounting Procedures I	3
AHMS 252	Computerized Medical Billing	3
AHMS 270E	Medical Ethics	3
COMX 115S	Introduction to Interpersonal Communication	3
WRIT 101	College Writing I	3-4
<b>Hours</b>		<b>15-16</b>
<b>Total Hours</b>		<b>31-33</b>

<sup>1</sup> Second 8 weeks

<sup>2</sup> First 8 weeks

*Last updated Fall 2025*