

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.umn.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.umn.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.umn.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.umn.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
Complete all of the following courses:		
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
Total Hours		31

One Year Plan

Course	Title	Hours
First Year		
Autumn		
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals ¹	3
AHMS 220	Medical Office Procedures ²	4
CAPP 154	MS Word	3
M 105	Contemporary Mathematics	3-4
or M 115	or Probability and Linear Mathematics	
Hours		16-17
Spring		
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
Hours		15-16
Total Hours		31-33

¹ Second 8 weeks

² First 8 weeks

Last updated Fall 2025