

# MEDICAL RECEPTIONIST - CERTIFICATE

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**Offered at:** Ashland Community and Technical College, Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Hazard Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southcentral Kentucky Community and Technical College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College

**Program Plan Number:** 5107163110

**May be available completely online. Please check with your academic advisor.**

## Curriculum Effective Spring Semester

Course	Title	Credits
OST 105	Introduction to Information Systems	3
or CIT 105	Introduction to Computers	
OST 110	Word Processing Applications	3
MIT 103	Medical Office Terminology	3
or AHS 115	Medical Terminology	
or CLA 131	Medical Terminology from Greek and Latin	
MIT 217	Medical Office Procedures	3
MIT 230	Medical Information Management	3
<b>Total Credits</b>		<b>15</b>