



## Medical Receptionist (AHP) Certificate

**START here****1**

MODULE 1	CREDITS	MILESTONE	COMPLETED
AHP 100 – Essentials Skills of Health Professions	3		<input type="checkbox"/>
AHP 111 – Medical Writing	3		<input type="checkbox"/>
IDS 101 – First Year Experience	1		<input type="checkbox"/>
TOTAL CREDITS		7	

**2**

MODULE 2	CREDITS	MILESTONE	COMPLETED
MAS 101 – Medical Terminology	3		<input type="checkbox"/>
AHP 103 – Computers in the Medical Office	3		<input type="checkbox"/>
TOTAL CREDITS		6	

**3**

MODULE 3	CREDITS	MILESTONE	COMPLETED
AHP 102 – Medical Office Procedures	3		<input type="checkbox"/>
AHP 110 – Introduction to Medical Billing	3		<input type="checkbox"/>
TOTAL CREDITS		6	

**You've FINISHED!****Milestone Courses**

should be taken in the order shown. This will help you stay on track and graduate on time.

### General Advising Notes

This 27 week program admits in the Fall and Spring semesters and is offered in an accelerated format of three 9 week modules, 2 to 3 classes per module.

### Career and Transfer Outlook

- Graduates of the Medical Receptionist Certificate program are prepared to assume entry-level employment as receptionists in a variety of medical/health care settings, such as physicians' offices, clinics or hospitals. They may also work in laboratories, insurance companies and nursing homes.
- Students who complete this certificate program are eligible to take the national certification exam to become a Certified Healthcare Access Associate (CHAA).
- After completing the Medical Receptionist Certificate program, a student becomes eligible to enroll in either of two Level II Academy of Health Professions Certificate Programs (Medical Office Administration or Phlebotomy).

### Certificate Programs

Certificate programs can serve as the basis for further higher education or professional studies. Certificate programs require students to complete specified coursework, mainly related to particular fields of employment.

While many students enroll in a certificate program in preparation for direct entry into employment, they often return to college, part time or full time, and apply the credits previously earned to an associate degree program.

To learn more, call us at **1-800-818-3434** or visit **www.middlesex.mass.edu**