**5675 South Academy Blvd Colorado Springs, CO. 80906**

**Medical Receptionist Certificate**

This certificate option is designed to prepare individuals to work as receptionists in the health care industry. Students successfully completing this course of study will be eligible to take the CMAS exam with [AMT](https://www.americanmedtech.org/). **All** **credits from this certificate may be transferred to the Medical Assistant AAS degree program.**

| **Program prerequisites** | | |  |
| --- | --- | --- | --- |
| HPR 102 CPR for Professionals or current active CPR certification from AHA approved training plan. | | | 0.5 |
| CIS 118 or CSC 105 PC Applications or Computer Literacy | | | 3 |
| ENG 121 or 131 or COM 115 or 125 or 225 English Composition, Technical Writing or Public Speaking, Interpersonal Communications, or Organizational Communications | | | 3 |
| **Course Prefix-number-name** | **Credit hours** | **Prerequisite/Recommendations/Information** | |
| MAP 110 Medical Office Administration | 4 | Online only. | |
| MAP 120 Medical Office Financial Management | 4 | Prerequisite: CIS 118 or CSC 105, HPR 139. | |
| MOT 124 Medical Filing | 2 | Online only. | |
| MOT 126 Introduction to Clinical Skills | 3 |  | |
| MOT 125 Basic Medical Science I | 3 | These 3 BMS classes are anatomy &  physiology & pathophysiology medical  assistant level. May be done in any order. | |
| MOT 133 Basic Medical Science II | 3 |
| MOT 135 Basic Medical Science III | 3 |
| MOT 208 CPT Coding concurrent with MOT 209 | 2 | Prerequisite: MOT 125,133,135 + HPR 139-208. | |
| MOT 209 ICD Coding concurrent with MOT 208 | 2 | Prerequisite: MOT 125,133,135 + HPR 139-208. | |
| MOT 210 Intermediate Coding | 3 | Prerequisite: MOT 208 & 209. | |
| MOT 131 Advanced Insurance Billing & Coding | 3 | Prerequisite: MOT 208 & 209. | |
| HPR 106 Law & Ethics for Health Professionals | 2 | Online only. | |
| HPR 139 Medical Terminology | 2 | Online only. MUST be completed in 1st term. | |
| HPR 208 Medical Records Terminology | 2 | Online only. | |
| MAP 280 Internship | 4 | 180 hours in a contracted medical office. | |

**Total Credits: 42 Total Contact Hours: 870**

Students must have access to a computer (PC) off campus.

To complete AAS Medical Assistant degree: student must complete these additional courses: See program coordinator for complete information.

MAP 138 Medical Office Financial Management 4 crd

MAP 140 Medical Assistant Clinical Skills 4 crd

MAP 189 Review for National MA exam 1 crd

MAP 150 Pharmacology for Medical Assistants 2 crd

MOT 182 Clinical Internship (135 hours) 3 crd

MAT 107 Career Math. 3 crd

PSY 101 General Psychology or PSY 100 of the Workplace (will not transfer). 3 crd

Either ENG or COM depending on which is completed for this program. 3 crd

MOT 208-209-210-131 do not apply towards the medical assistant degree program.

***The following classes are not offered in the summer semester:***

MAP 120, MOT 210 and MOT 131.

***Program Admission Requirements:***

* Admission to Pikes Peak Community College.
* There are several new opportunities available for entering students regarding appropriate [placement in math and English courses](https://www.ppcc.edu/testing-center/placement-testing/overview).
* Students can find more information for the [college testing center](http://ppcc.edu/services/testing-center/placement-testing/).
* For more information contact the Testing Center at *502-3390 or x3370.*

***When the student is preparing to take their internship - they are required to meet with the program coordinator in person the semester before internship for academic clearance and to receive the instructions and a registration form for the internship class. Students must not wait until the end of the term prior to their internship to meet with the coordinator. It is recommended the student meet at least midterm prior to their internship semester.***

1. To have medical clearance from a physician (may not be done more than 4 weeks prior to internship meeting).
2. To obtain a letter of good standing from the admissions office.
3. Written documentation of vaccination: (verified by a medical provider).
4. Tetanus (within 10 years).
5. 2 step PPD or Quantiferon documentation (within 6 months).
6. MMR (2nd shot in series- if born after 1-1-1957).
7. Hepatitis B (3 shot series) (2 must be complete).
8. Varicella vaccine (chicken pox) or blood titer showing immunity.
9. Flu vaccination for the current year.
10. Students may present blood titer results to demonstrate immunity to 1-5 conditions above. Titers must be within 1 year.
11. Current CPR card (must be active during the entire internship period).
12. Pass a drug screen test \*.
13. Pass a criminal background check \*

\* When students enroll in the MAP 280 internship class, students will have to pay a separate fee (not included in college course fees for the drug screen test and the criminal background check fee of $63.00 (approximate cost) if you have not lived outside of Colorado in the past 7 years. If you have lived outside of Colorado, this fee may increase. Added to the course fees will be $10.00 malpractice liability insurance fee. Paperwork for the completion of the drug screen fee and criminal background check will be discussed at the individual meeting for internship clearance with the program coordinator each term

The following courses utilize the same textbook:

* + MAP 110, MOT 126 (1 book and online course access to publisher).
  + HPR 139, HPR 208 (1 book and online course access to publisher).
  + MOT 125, MOT 133, MOT 135 (3 books).
  + MOT 208, MOT 209.

For further information you can contact:

Vicki Bond @ [vicki.bond@ppcc.edu](mailto:vicki.bond@ppcc.edu) or 719-502-3324

Or

Kim Kirkland @ [kim.kirkland@ppcc.edu](mailto:kim.kirkland@ppcc.edu) or 719-502-3523

Thank you

Vicki L. Bond

Vicki L. Bond

Medical Office Technology Program Coordinator

Pikes Peak Community College

Centennial Campus Box C13

Office: Health Science Division F300

**Pikes Peak Community College Medical Office Technology Programs Background Check**

When applying for the student’s program internship, approval will be contingent upon a criminal background check.

The following criminal offenses appearing on a criminal background check will disqualify an

applicant for admission to CCCS Nursing, Emergency Medical Services (EMS), Fire Science, and Allied Health Programs.

An Applicant will be disqualified from a Medical Office Technology program internship class(s) based on the following guidelines:

* Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
* Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application.
* Any offense involving unlawful sexual behavior in the 7 years immediately preceding the submittal of application.
* Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
* Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S in the 7 years immediately preceding the submittal of application.
* Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
* Any felony theft crimes in the 7 years immediately preceding the submittal of application.
* Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S in the 7 years immediately preceding the submittal of application.
* Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
* More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.
* Any felony homicide conviction (no time limit).
  + Registered Sex Offenders (no time limit).
  + Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially Designated Nationals (SDN).
  + Listed on Health and Human Services/Office of Inspector General List of Excluded

Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.

* + Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If criminal background checks reveal a negative result, applicants have the right to review the information reported by the designated reporting agency for accuracy and completeness and to request that the designated agency verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant, the College will provide applicants a copy of or access to the background check, inform them of their rights, and how to contact the designated agency to challenge the accuracy of the report. If the applicant is challenging the accuracy or completeness of the criminal background records or drug screening, a final decision regarding the applicant’s status will be delayed pending the results of the challenge.

If the background check contains negative findings, the College designated reviewer will give the applicant an opportunity to submit additional information relating to the negative finding, such as a written explanation, court documents, and/or police reports.

**DRUGS/ALCOHOL**

Pikes Peak Community College prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and in any amount.

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the college.

With respect to prescription drugs, only the person for whom a prescription drug is prescribed can bring the medication on PPCC property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed.

Suspicion based alcohol or drug testing will be performed if performance or behavior in the medical assistant program is suspected to be substance related.

**Graduation Requirements**

* All major, general education and other courses required for the degree must be completed with a grade of "C" or better.
* To graduate, students must apply for graduation and complete the [graduation survey](http://www.ppcc.edu/academics/records/graudation/) (available via myPPCC).
* After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their **official college student email address only**.
* As a graduate of a Career and Technical Education program you will be contacted by a PPCC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that PPCC receives certain federal funding.

**Potential Schedule**

| **Program prerequisites** |  |
| --- | --- |
| HPR 102 CPR for Professionals | 0.5 |
| CIS 118 or CSC 105 PC Applications or Computer Literacy | 3 |
| ENG 121 or 131 or COM 115 or 125 or 225 English Composition, Technical Writing or Public Speaking, Interpersonal Communications, or Organizational Communications | 3 |

| **1st Term** | **Class description** | **Credits** |
| --- | --- | --- |
| HPR 139 | Medical Terminology (must be completed in the 1st semester) online only | 2 |
| MOT 126 | Introduction to Clinical Skills | 3 |
| MOT 125 | Basic Medical Science I | 3 |
| MAP 110 | Medical Office Administration online only | 4 |

| **2nd Term** | **Class description** | **Credits** |
| --- | --- | --- |
| HPR 208 | HPR 208 Medical Records Terminology online only | 2 |
| MAP 120 | Medical Office Financial Management | 4 |
| MOT 135 | Basic Medical Science III | 3 |
| HPR 106 | Law & Ethics online only | 2 |

| **3rd Term** | **Class description** | **Credits** |
| --- | --- | --- |
| MOT 124 | Medical Records online only | 2 |
| MOT 133 | Basic Medical Science II | 3 |
| MOT 208 | CPT Coding | 2 |
| MOT 209 | ICD Coding | 2 |

| **4th Term** | **Class description** | **Credits** |
| --- | --- | --- |
| MAP 280 | Administrative Internship (180 hours in a contracted medical office) | 4 |
| MOT 210 | Intermediate Coding | 3 |
| MOT 131 | Advanced Insurance Billing & Coding | 3 |

Course prefix meanings:

MOT = Medical Office Technology. MAP = Medical Assisting Professional.

HPR= Health Professional. CIS = Computer Information Systems.

CSC Computer Science. ENG = English.

COM = Communications.

For Financial Aid you must take a minimum of 6 credit hours per semester. See [Financial Aid](Program%20Admission%20Requirements:) for details.

12 credit hours is considered a full-time student.

9 credit hours is considered a ¾ time student.

6 credit hours is considered a half-time student.