

# Medical Registrar

Certificate (C074)

## Required Courses

### Required Discipline Courses (14 credits)

BUSN 1132 Workplace Skills and Professionalism .....	1 cr
BUSN 1166 Business Communications.....	3 cr
COMP 1102 Introduction to Keyboarding.....	1 cr
HINS 1120 Health Information Privacy and Security .....	1 cr
HINS 1122 Body Structures and Functions for Healthcare Professionals .....	3 cr
HINS 1163 Medical Office Procedures .....	2 cr
HINS 1360 Medical Terminology.....	3 cr

### GRADUATION REQUIREMENT - 14 CREDITS

## Description

The Medical Registrar Certificate prepares students for front-line roles in healthcare registration, scheduling, and patient access. Students develop skills in patient communication, appointment coordination, data accuracy, and confidentiality. Coursework emphasizes professionalism, medical terminology, and medical office procedures to ensure efficient and positive patient experiences in clinical and hospital settings. This certificate provides the foundation for employment and serves as the first step in the stackable pathway leading to the Medical Coding & Billing Diploma and the Medical Practice Management A.A.S. degree.

## Outcomes

By completing this program, students will achieve the following learning outcomes:

- Accurately collect and enter patient demographic, insurance, and health information following organizational policies and privacy regulations;
- Demonstrate professionalism and effective communication skills when interacting with patients, families, and healthcare team members;
- Apply medical terminology and basic knowledge of body systems to accurately interpret and document patient information;
- Schedule and coordinate patient appointments using standard medical office procedures and scheduling systems;
- Maintain confidentiality and uphold ethical and legal standards related to patient health information;
- Use computer applications and electronic health record systems to support registration, scheduling, and record management tasks;
- Contribute to a positive patient experience through courteous, efficient, and accurate service in registration and front-office activities.

## Pre-Program Requirements

Some courses may require students to meet College Placement Levels in reading, writing, and/or math. See an advisor for more information.

## Graduation Requirements

In addition to the program requirements, students must meet the following conditions in order to graduate:

- College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0.
- College Technical Core GPA Requirement: cumulative GPA of credits attempted and completed towards the technical core of the diploma or degree must be at least 2.0.
- Residency Requirement: students must complete 25% of their credits at Central Lakes College.

## Career & Transfer

The medical community depends on educated staff to collect, interpret, protect, and organize patient information to support continuity of care, reimbursement, and quality improvement. Health administrative professionals work closely with providers, nurses, and other healthcare staff to contribute to quality patient care behind the scenes.

This certificate is stackable, serving as the first step toward the Medical Coding & Billing diploma and Medical Practice Management A.A.S degree. Students gain foundational skills in communication, professionalism, medical terminology, and office procedures to ensure accurate, efficient, and compassionate patient service.

Students who obtain this certificate will be qualified to work in any of the following:

- Medical Registrar
- Patient Scheduler
- Pre-registration Clerk
- Patient Access or Registration Specialist
- Patient Care Call Center Representative

## Academic Plan

### Semester One (14 credits)

BUSN 1132 Workplace Skills and Professionalism .....	1 cr
BUSN 1166 Business Communications .....	3 cr
COMP 1102 Introduction to Keyboarding.....	1 cr

#### 1<sup>st</sup> Half Semester

HINS 1122 Body Structures and Functions for Healthcare Professionals .....	3 cr
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HINS 1163 Medical Office Procedures.....	2 cr
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HINS 1360 Medical Terminology .....	3 cr
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#### 2<sup>nd</sup> Half Semester

HINS 1120 Health Information Privacy and Security .....	1 cr
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