RCTC PROGRAM PLAN

ADMINISTRATIVE CLINIC ASSISTANT
Diploma

I. MINNESOTA TRANSFER CURRICULUM (MNTC)/
GENERAL EDUCATION REQUIREMENTS...........................................................................3 CREDITS
PSYC 1611, Psychology of Adjustment, 3 cr

II. PROGRAM CORE REQUIREMENTS.............................................................................28 CREDITS
BTEC 1001, Success in the Digital and Online Learning Environment, 1 cr
BTEC 1015, Essential Computer Applications, 2 cr
BTEC 1220, Human Relations in Organizations, 3 cr
BTEC 1620, Medical Terminology for Health Professions, 3 cr
BTEC 1720, Introduction to Administrative Clinic Assistant, 1 cr
BTEC 1730, Patient Office Procedures for an Administrative Clinic Assistant, 2 cr
BTEC 2600, Microsoft Office Outlook, 1 cr
BTEC 2614, Customer Service Skills and Concepts, 2 cr
BTEC 2615, Applied Customer Service Skills and Concepts, 2 cr
BTEC 2622, Current Technology in the Workplace, 3 cr
BTEC 2870, Employment Strategies, 1 cr
ENGL 1630, English Grammar for Careers, 3 cr
OR ENGL 1117, Reading and Writing Critically I, 4 cr
HIMC 2600, Human Diseases for Health Professionals, 3 cr

III. ELECTIVES...............................................................................................................2 CREDITS
RECOMMENDED:
BTEC 1020, Keyboarding, 1 cr
BTEC 1030, Keyboarding Speed/Accuracy, 1 cr
BTEC 1050, Keyboarding for Professionals, 2 cr
*BTEC 2210, Shadowing Capstone Experience as an Administrative Clinic Assistant, 1 cr
BTEC 2616, Professionalism in the Workplace, 2 cr
BTEC 2617, Support Role for Meeting/Event Planning, 2 cr
HLTH 1110, CPR/AED for the Professional Rescuer, 1 cr

TOTAL...........................................................................................................................33 CREDITS

ADDITIONAL NOTES:
PURPOSE: A career as an Administrative Clinic Assistant involves patient and physician contact, detailed appointment scheduling, phone work, electronic medical record maintenance and tracking. Students will understand the importance of team building, working in a fast paced electronic work environment. Training will involve both classroom training and hands on training. Successful completion of this program would prepare a graduate to assume the role of a Patient Service Representative, Patient Appointment Coordinator and Clinical Assistant.

NOTE: Students entering this program must be proficient in keyboarding skills at a minimum of 35 net word per minute or successfully complete BTEC 1020, Keyboarding as an elective.

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Rochester Community and Technical College
A member of the Minnesota State system and an Affirmative Action/Equal Opportunity College.
RCTC provides accessible, affordable, quality learning opportunities to serve a diverse and growing community.
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*Notice of Minnesota Background Check Requirement*
Minnesota Statute 245C requires that students who have contact with individuals in licensed institutions complete an annual background study with the Minnesota Department of Human Services. Individuals who do not pass the background check will not be allowed to participate in clinical activities. A list of disqualifying offences is available at: https://www.revisor.mn.gov/statutes?id=245C.15. Information about completing the background study will be available from program faculty.

Revised: 05/19/2015
Implementation: Fall 2015