

MEDICAL RECEPTIONIST

This certificate program prepares students for employment as a receptionist in an outpatient clinic, medical office, or health center. Students receive training in anatomy and physiology, medical terminology, computer applications, appointment scheduling, telephone etiquette, medical record preparation including the electronic health record, business correspondence, insurance claims completion and CPR.

PROGRAM RECOMMENDED PREPARATION

Strongly recommended for success in the program ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English.

Recommended Prepsuccessful completion of Math 60 or placement in Math 70 or 80 or higher.

ADMISSION REQUIREMENT \$8 years of age minimum

Upon Acceptance:

ORIENTATION AND COUNSELING

Remote Counseling Services are available for students

1. Zoom appointment, phone (415) 561-1925
2. Phone appointment online esars.ccsf.edu
3. Email academiccounseling@ccsf.edu

All applicants should join a ZOOM orientation meeting. Email cwei@ccsf.edu for ZOOM orientation meeting ID (attend one)

ORIENTATION DATES

August 9, 2023	Wednesday	6:00pm t 7:30pm
October 18, 2023	Wednesday	6:00pm t 7:30pm
November 15, 2023	Wednesday	6:00pm t 7:30pm
December 13, 2023	Wednesday	6:00pm t 7:30pm
March 20, 2024	Wednesday	6:00pm t 7:30pm
April 24, 2024	Wednesday	6:00pm t 7:30pm
May 15, 2024	Wednesday	6:00pm t 7:30pm

FOR PROGRAM INFO For questions regarding the Medical Receptionist Certificate Program, please contact Dory Rincon at (415) 561-1821 or drincon@ccsf.edu For an informational packet, please call (415) 561-1813 or visit our web site at <https://www.ccsf.edu/degrees/certificates/medicalassisting>

HEALTH CARE TECHNOLOGY OFFICE 561-1813
STUDENT SERVICES OFFICE 561-1835

5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for AdmissionGo to [Admissions & Registration](#) or call 415239-3285.
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