



City College of San Francisco
John Adams Center
1860 Hayes Street
San Francisco, CA 94117

415-561-1900

www.ccsf.edu



MEDICAL RECEPTIONIST CERTIFICATE PROGRAM

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 REQUIREMENTS:

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

Recommended Prep: successful completion of Math 60 or placement in Math 70 or 80 or higher

ADMISSION REQUIREMENTS:

1. 18 years of age minimum

Upon Acceptance:

2. physical exam, negative TB test of chest x-ray, and proof of immunization
3. Name tag for work experience
4. Valid CPR card (EMT 12 BLS Provider course)

CERTIFICATION:

The Medical Receptionist Program offers a Certificate of Achievement.

ORIENTATION AND COUNSELING

All applicants should attend an orientation. To be followed by general counseling. It lasts approximately 1 hrs. and 30 minutes.

*It is recommended to **JOIN A MEETING** before **ZOOM** orientation starts.*

ZOOM Conference <https://cccconfer.zoom.us/join>

August 12, 2020 Wed. 3:00 PM Meeting ID to be announced

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) 561-1900 or visit our web site at www.ccsf.edu and click on the following: Our Location, John Adams, Health Care Tech. Programs.

HCT: 6-19-2020 DR/pk

HEALTH CARE TECHNOLOGY (HCT) OFFICE 415-561-1813

ADDITIONAL INFORMATION ON REVERSE SIDE

***** To receive an earlier registration date *****
complete assessment, attend an orientation, and see a counselor to get an education plan

Ocean Campus, (50 Frida Kahlo Way), Credit Admission, Multi-Use Building MUB 188, 415-452-5101
John Adams Center, Student Services Office, Room 143, 415-561-1835

COLLEGE ADMISSION PROCEDURES

All **NEW** and **RE-ADMIT** students (those who have been away from CCSF for one academic year or more previous to the coming semester) need to submit an admission application. **5 Easy Steps to becoming a CCSF Student:**

1. Apply for Admission (Ocean Campus, **Registration Center**, MUB 130B, **415-239-3858**)
2. Complete the Assessment (Ocean Campus, **Assessment Office**, Conlan Hall Rm. 204, 415-239-3124)
3. Attend a New Student Orientation; special orientations are required for **Nursing** and **Allied Health** programs
4. Meet with a Counselor (John Adams Center, **Counseling Office**, Room 142, **415-561-1925**)
5. Register for Classes

ASSESSMENT AND PLACEMENT (Ocean Campus, **Matriculation Office**, Conlan Hall Room 203, **415-239-3751**)

CCSF no longer offer the Native English and Math Placement Tests. For more information about the different options to be placed into English and Math Courses, please visit www.ccsf.edu/ab705.

College and/or Test Data

Students who have completed previous college-level English and/or math coursework or have taken certain tests (Advanced Placement, SAT, ACT, etc...) should follow the College and/or Test Data process to receive their placements. Please meet with an academic counselor to develop your education plan in preparation for the new semester!

Get Your Math & English Placement Information

View your English and Math course placement based on the new English and Math course placement models per AB 705 by logging into Web4. You can review your course placement, Web Registration Appointment and other related information. Students who feel they need additional language acquisition support may want to take the Credit ESL Placement Test or talk to an academic counselor about the ESL sequence.

Testing General Info

Placement tests are one way of measuring the students' ESL skills. Placement test results are used for course placement purposes only. They are not used to prevent any student from attending CCSF. Counselors will use these results along with other information to help students decide on a program of courses.

TUITION AND FEES (Ocean Campus, Multi-Use Building MUB 130A, **415-239-3522**)

COSTS: (subject to change without prior notice)

\$ 46 per semester unit for California resident

\$234 per semester for nonresidents + \$7 per unit for capital outlay fee + \$46 per unit for enrollment fee

\$ 20 for Student Health fee for ALL students; Summer Semester \$16. (Mandatory)

* Addition costs (if applicable) for books, certification, equipment, materials and/or uniforms, etc.

FREE CITY Program for eligible San Francisco residents <https://www.ccsf.edu/freecity>

Financial Aid Office is relocated at Ocean Campus, **Multi-Use Building MUB 270**, 415-239-3577

CCSF GAINFUL EMPLOYMENT DISCLOSURE

Use the following link to get information about Gainful Employment Disclosure Data:

<http://www.ccsf.edu/GainfulEmployment>

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity.