



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

[CCSF Virtual Campus](https://www.ccsf.edu)

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. Remote Counseling Services are available for students by [Zoom appointment](https://zoom.us/join), phone (415) 561-1925, phone appointment online esars.ccsf.edu or email academiccounseling@ccsf.edu.

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

ZOOM Conference https://cccconfer.zoom.us/join (attend one)		
November 12, 2020	Thur. 4:00 pm – 5:30 pm	Meeting ID: TBA
December 3, 2020	Thur. 6:00 pm – 7:30 pm	Meeting ID: TBA
January 7, 2021	Thur. 4:00 pm – 5:30 pm	Meeting ID: TBA

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/myccsf> and click on the following: **Academics, Schools & Departments, Health Care Technology**.

HCT: 8-13-2020 DR/pk

HEALTH CARE TECHNOLOGY OFFICE 415-561-1813 ; STUDENT SERVICES OFFICE 415-561-1835

ADDITIONAL INFORMATION ON REVERSE SIDE

Visit “[Virtual Help Counters CCSF](#)” or call 415-239-3000 for CCSF remote services.

COLLEGE ADMISSION PROCEDURES

Apply for Admission/Readmission with “[Apply to CCSF](#)” (Search) at www.ccsf.edu. New Credit or Returning Credit Students or Continuing Students, follow five (5) Easy Steps:

1. Apply for Admission: Go to [Credit Admissions](#) or call 415-239-3285.
2. Complete the Assessment: Go to [Assessment Center](#) or call 415-239-3751.
3. Attend an orientation for the health program of interest (See other side for details).
4. Meet with a CCSF Counselor (Counselors available at [John Adams Center](#) or call 415-561-1925).
5. Register for Classes: Go to [Online Schedule](#).

ASSESSMENT AND PLACEMENT

Placement procedures for Native English, Math and English as Second Language (ESL).

Go to “[Math and English Placement](#)” page (Search) at www.ccsf.edu

- Complete online “[High School Data Form](#)” for English and Math placement by self- reported high school grade point average, and high school coursework.
- Complete “[College and/or Test Data Form](#)” for English and Math placement by prior college-level English and Math course work or standardized tests (SAT, AP Exams, GRE).

For English as Second Language placement:

Go to “[Credit ESL Placement Test](#)” page (Search) at www.ccsf.edu for two part remote testing.

- Complete “[Online ESL Guided Placement Tool](#)” (Part I) and CCSF Testing will contact student to arrange for remote ESL writing test (Part II). Results will be evaluated by ESL faculty and ESL placement made.

PAYING FOR COLLEGE

COSTS: (subject to change without prior notice) Go to “[Tuition and Fees Office](#)” or call 415-239-3522

- California residents: \$46 per unit
- Nonresidents: \$344 per unit (\$46 per unit + \$290 nonresident tuition + \$8 Capital Outlay)
- \$20 Student Health Fee (\$16 in Summer)
- Additional costs: books, supplies, uniforms, equipment, certification, etc.

“[Free City](#)” Program: free tuition to CCSF for eligible San Francisco residents. See www.ccsf.edu/freecity

Financial Aid available. Go to “[Financial Aid Office](#)” (Search) at www.ccsf.edu or call 415-239-3577

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/>

8-25-2020, JW/pk

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.

Visit the [CCSF Virtual Campus](#) for more information about our resources for students and to schedule an appointment with a counselor.