

## OVERVIEW

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.

**CERTIFICATION:** The Medical Receptionist Program offers a Certificate of Achievement.

## 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 70, 80 or higher.
- **Required Cost:**  
Books, \$1000.00 (over 2-3 semesters)  
CPR card, \$5.00  
Nametag, \$6.00

## ADMISSION REQUIREMENTS

18 years of age minimum

### REQUIRED FOR WORK EXPERIENCE:

- Physical exam, negative TB test or chest x-ray, and proof of immunization
- Nametag for work experience
- Valid CPR card (CCSF offers EMT 12 Basic Life Support for Healthcare Providers course)

## STUDENT SERVICES (415)561-1835

**NEW CREDIT STUDENTS:** Fill out a CCSF **credit** application at [Credit Admission](#) or call 415-239-3285

**RETURNING STUDENTS:** Have attended CCSF before as a credit student but have not enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update your personal information) at [Credit Admissions](#). If you have only been away for one semester, you are considered a [Continuing Student](#).

### TUITION: (subject to change without prior notice)

- Go to "[Tuition & Fees Office](#)" or call 415-239-3522
- **California residents:** \$46 per unit
- **Nonresidents:** \$446 per unit (\$46 per unit + \$400 non resident tuition)
- \$27 Student Health Fee (\$22 in Summer)
- **Additional cost:** books, supplies, uniforms, equipment, certification, etc.

### FINANCIAL AID



- Go to "[Financial Aid Office](#)" or call 415-239-3577
- **"Free City" program:** free tuition to CCSF for eligible San Francisco residents. See [www.ccsf.edu/freecity](http://www.ccsf.edu/freecity)

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

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

## ORIENTATION DATES Wednesday, 6 – 7:30pm

July 23, 2025	Jan 7, 2026
Sept 17, 2025	Feb 18, 2026
Oct 15, 2025	Mar 18, 2026
Nov 12, 2025	Apr 15, 2026
Dec 17, 2025	May 13, 2026

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

## STEPS TO APPLY TO THE PROGRAM:

1. Attend a Medical Assisting Program orientation. The orientation is informational and will answer all questions.
2. Complete and submit the CCSF Application for admission to the College.
3. Enroll in first semester courses using the sequence of classes in the Program Packet. HCT 61, Introduction to Health Care, should be taken in the first semester. The College application is available online.

<b>Course Required for the Certificate of Achievement in Medical Receptionist</b>		
<b>Choose one of the following Anatomy and Physiology Options:</b>		<b>Units</b>
<b>Option 1:</b>	BIO 106 Introduction to Human Anatomy and Physiology	4.00
<b>Option 2:</b>	BIO 108 General Human Anatomy	4.00
	<b>and</b> Choose one of the following Physiology Options:	
	BIO 111 Human Physiology	5.00
	BIO 112 Introduction to Human Physiology	4.00
		<b>Total: 4.00 – 9.00</b>
<b>Fall Semester:</b>		
<b>HCT 61</b>	Introduction to Health Care	2.00
<b>HIT 50A</b>	Medical Terminology 1	3.00
<b>HCT 67</b>	Computer Applications in the Health Care Setting	2.00
<b>MED 56</b>	Administrative Procedures	3.50
		<b>Total: 10.50</b>
<b>Spring Semester:</b>		
<b>HIT 50B</b>	Medical Terminology 2	2.00
<b>HIT 76</b>	CPT Coding	3.00
<b>MED 55</b>	The Electronic Health Record	3.00
<b>MED 62</b>	Communication and Professionalism in Health Care	2.00
<b>MED 70</b>	Medical Insurance Billing	2.00
<b>MED 71</b>	Electronic Management of Financial Medical Records	2.00
		<b>Total: 14.00</b>
<b>Summer Session:</b>		
<b>HCT 82A</b>	Professional Practice Preparation / Certification	2.00
<b>HCT 82B</b>	Professional Practice Internship	3.00
		<b>Total: 5.00</b>
		<b>Grand Total: 33.50 – 38.50</b>