

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:** \$452 per unit (\$46 per unit + \$406 non resident tuition)
- \$20 Student Health Fee (\$16 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



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 for ZOOM orientation meeting ID (attend one).

ORIENTATION DATES

July 17, 2024	Wednesday	6:00pm - 7:30pm
Oct 16, 2024	Wednesday	6:00pm - 7:30pm
Nov 13, 2024	Wednesday	6:00pm - 7:30pm
Dec 11, 2024	Wednesday	6:00pm - 7:30pm
Mar 19, 2025	Wednesday	6:00pm - 7:00pm
Apr 16, 2025	Wednesday	6:00pm - 7:00pm
May 14, 2025	Wednesday	6:00pm - 7:00pm

FOR PROGRAM INFO: For questions regarding the Medical Assisting 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/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.

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