



City College of San Francisco

**John Adams Center**

1860 Hayes St.  
San Francisco, CA 94117

[www.ccsf.edu](http://www.ccsf.edu)

## 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 Prep:** successful completion of Math 60 or placement in Math 70 or 80 or higher.

**ADMISSION REQUIREMENTS:** 18 years of age minimum

**Upon Acceptance:**

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

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

### ORIENTATION AND COUNSELING

Remote Counseling Services are available for students:

1. Zoom appointment, phone (415) 561-1925
2. Phone appointment online: [esars.ccsf.edu](http://esars.ccsf.edu)
3. Email [academiccounseling@ccsf.edu](mailto:academiccounseling@ccsf.edu).

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

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

## 5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for Admission: Go to [Admissions & Registration](#) or call 415-239-3285.
  - **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](#). Go to step 3. If you have only been away for one semester, you are considered a [Continuing Student](#).
2. Complete the Assessment: Go to [Assessment Center](#) or call 415-239-3751.  
**PLACEMENT PROCEDURES FOR NATIVE ENGLISH AND MATH**
  - 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](http://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 ESL writing test (Part II). Results will be evaluated by ESL faculty and ESL placement made.
3. Attend an orientation for the health program of interest. After orientation if there are no questions about registration, tuition & fees, financial aid, or other student services go to step 5.
4. Meet with a CCSF Counselor (Counselors available at John Adams Center for Zoom counseling appointments, call 415-561-1925.)
5. Register for Classes: Go to [Online Schedule](#).

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

### PAYING FOR COLLEGE

**COSTS:** (subject to change without prior notice) Go to "[Tuition & Fees Office](#)" or call 415-239-3522

- California residents: \$46 per unit
- Nonresidents: \$360 per unit (\$46 per unit + \$307 nonresident tuition + \$7 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](http://www.ccsf.edu/freecity)

**Financial Aid available:** Go to "[Financial Aid Office](#)" (Search) at <http://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/>

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

*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.*