



Medical Receptionist

Medical Receptionists are the face of healthcare, often the first point of contact for patients. They provide key assistance to the medical facility by greeting patients, scheduling appointments, processing payments, and providing patients with intake forms. Our exciting program prepares you with the computer skills, medical terminology, insurance basics and chart instruction to equip you for a new career! New Classes start every 6 weeks!

How long does it take to complete?

The program runs in four 6-week modules. The internship of 150 hours follows the three classroom instruction modules.

What does this program cost?

The cost for the program is \$7,200.00.

Are there additional costs?

Yes. You will be responsible for the cost of books and supplies which includes the purchase of scrubs and appropriate shoes. Estimated fees \$1280.00.

Is financial aid available?

Yes! You can apply for financial aid. Help with completing the FAFSA (Free Application for Federal Student Aid) application is available in Berks Hall Room B106. No appointment necessary.

Are there scholarships?

RACC does not offer scholarships for this program at this time.

What are the requirements?

Please call 610.375.8188 or visit racc.edu/careertraining to complete an interest form.



What classes will I take?

Module 1: Business English I, Culture and Patient Care, Intro to Insurance, Keyboarding I, Medical Office Procedures I, Medical Terminology I & Anatomy, & Word Processing . 150 hours.

Module 2: Business English II, Business Math, Medical Office Procedures II, Medical Insurance & Coding I, Medical Terminology II & Anatomy, Word Processing II and Microsoft Outlook Seminar. 171 hours.

Module 3: Career Seminar I, Customer Service, Human Diseases & Disorders, Sim Chart, Spreadsheets I, Office Technology, Medical Terminology III & Anatomy and Internet Workshop. 171 Hours.

Module 4: Career Seminar II and Internship 162 hours.

