

East Valley Medical College

Medical Receptionist

Medical Receptionists cover many areas of work to assist the medical team. The Medical Receptionist field continues to grow, the need for the Medical Receptionist is increasing rapidly*.



As a Medical Receptionist, responsibility may include, but are not limited to the following:

Greeting and checking in patients, collecting co-pays, creating patient charts, answering a multi-line phone system, incoming and outgoing referrals, fulfilling medical records requests, management of incoming and outgoing faxes.

As a Medical Receptionist YOU can pursue employment in a Variety of Environments:

- Doctor's offices
 - Labs and Clinics
 - Urgent care clinics
 - Hospitals
- Length of Program: Approximately 22 weeks
 - Financial Assistance Available for those who Qualify
 - Total Cost of Program: \$2,400
 - Class size – 15 students

According to The Bureau of Labor and Statistics projected 2016-2026

BECOME A MEDICAL ASSISTANT IN 6 SHORT MONTHS
Ask to See How YOU Can Qualify for Financial Assistance!

Registration Fee:	\$ 200
Tuition:	\$ 2,200
Total:	\$ 2,400

Start Date: July 22, 2019

Graduation Date: October 25th, 2019

THE SCHEDULE IS AS FOLLOWS:

(14 weeks) 420 total clock hours

Schedule: Term I

Monday - Thursday: 8:00am – 4:00pm

Term I: (11 weeks) Front Office Skills 300 class and lab hours

(Study Skills, Medical Terminology, Medical Front Office Procedures 100, Back Office Procedure 100, BOP Lab 100)

Clinical Externship: Doctors Office

Schedule will vary depending on clinical site

(3 weeks) 120 hours

Tuition Includes:

- All Books (loan) option to purchase your own from an outside source
- Uniform (loan)) option to purchase your own from an outside source
- All Medical Supplies/Equipment
- TB Test and CPR Card

What Do You Need to Enroll?

- HS Diploma or GED
- 18 years or older
- Ability to pass Drug Test/Background Check
- Eligible US Citizen/Residence

Clinical Site may require the flu shot (seasonal), Level One Finger-print Clearance Card and Up to date immunization record

Financial Assistance available to those who qualify
Private, monthly, interest-free payment plans available
Please contact the College for a course list or to Schedule an Appointment

480-776-0070



Arizona State Board
for Private
Postsecondary
Education



Accrediting Council For Continuing
Education and Training