

PROGRAM RATE SHEET Cambridge Junior College

Medical Office Receptionist Program

Program Length: 900 Clock Hours / 36 Weeks * * Weeks to complete the program do not include scheduled breaks

**Sample Occupations: DOT 237.367-038: Receptionist (clerical); 201.362-014 Medical Secretary;
CIP 51.0712 : Medical Reception/Receptionist**

A list of other occupations is available in the Placement office

Program Purpose/Description:

This program will equip the student with the skills required of a medical office receptionist to function as a member of a health care team. It consists of 7 four-week modules in class plus an 8-week externship, for a total of 900 clock hours and 36 weeks during the day.

	<u>COURSE</u>	<u>Clock Hours</u>
MER220	Electronic Records Management	60
M210	Fundamentals of Medical Terminology	45
MCS210	Customer Service	45
M204	CPR & Triage	10
M240	Medical Billing and Coding	100
MJS201	Job Search	20
M220	Fundamentals of Anatomy and Physiology	60
M225	Medical Office Reception & Correspondence	80
M222	Anatomy of the Head and Neck	40
OFF100	Keyboarding I	20
OFF101	Keyboarding II	20
OFF102	Keyboarding III	20
OFF103	Keyboarding IV	20
OFF104	Keyboarding V	20
OFF105	Keyboarding VI	20
OFF110	Ten-Key I	20
OFF111	Ten-Key II	20
PROF110	Habits That Make You Successful	20
PROF115	Professionalism in Health Care	40
M238	Medical Records	20
MR291	Medical Reception Externship	200
	Total Program	900 Clock Hours

Program Costs:	Tuition	\$14,988.00	
	Registration Fee	250.00	(Non-Refundable)
	Book Costs	<u>1,015.00</u>	(Books are NOT RETURNABLE)
	Total	\$16,253.00	

For information on graduation rates, median debt of graduates completing this program and other important information, visit <http://library.cambridge.edu/Yuba-City-MOR/index.html> (Yuba City Campus) or <http://library.cambridge.edu/Woodland-MOR/index.html>

My signature below certifies that I have read and fully understand the above outline of fees and courses. Furthermore, I understand that the school has the right to change course schedules and titles without prior notice.

Student Signature

Date

(Revised 6/27/17)