



Medical Secretary

Medical Secretaries provide key organization to the medical facility. They assist doctors and office managers with forms, records, and office correspondence. They may assist the office by scheduling appointments, explaining procedures to patients, working with insurance companies, billing, or accounts receivable. Our program equips you with the skills and knowledge you'll need to success in your new career! 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 \$7,300.00.

Are there additional costs?

Yes. You will be responsible for the cost of books and supplies. Estimated fees \$1084.35.

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, Dental Coding, Business Math, Medical Office Procedures II, Medical Terminology II & Anatomy, Medical Transcription I, Word Processing II, and Internet Workshop. 174 hours.

Module 3: Career Seminar I, Human Diseases & Disorders, Sim Chart, Spreadsheets I, Medical Terminology III & Anatomy, Medical Insurance & Coding I, and Microsoft Outlook Seminar. 147 Hours.

Module 4: Keyboarding II, Career Seminar II and Internship 186 hours.

