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 FASFA. Help with completing the FASFA application is available in Berks Hall Room B106. No appointment necessary.

**Are there scholarships?**
RACC does not offer scholarships for the Medical Receptionist Program at this time.

**What classes will I take?**


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.

The Center for Career Training, Community Education & Professional Development
CareerTraining@racc.edu  ●  racc.edu/careertraining  ●  610-375-8818