

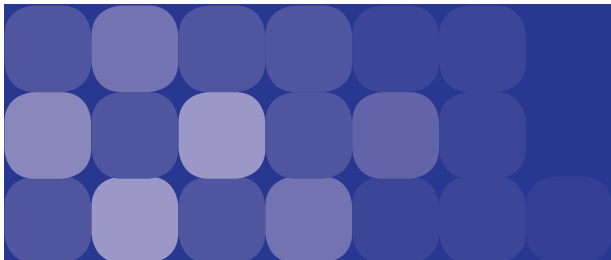
Pursue a career in healthcare

If you are interested in a career in healthcare, don't miss out on this new, exciting opportunity! CVTC will be offering a new Medical Office Receptionist certificate. This unique program will allow you to learn the front-line medical office responsibilities.

Continue your education

By completing the Medical Office Receptionist certificate, you will be prepared for continuing your education in the healthcare field to earn your diploma or associate degree.

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This workforce solution was partially financed through a \$12,695,959 grant from the Department of Labor's Employment and Training Administration. Except where otherwise noted, this work by Chippewa Valley Technical College, is licensed under the Creative Commons Attribution 4.0 International License.



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Medical Office Receptionist Certificate

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Computer Competency Boot Camp

Prepare yourself for the Medical Office Receptionist certificate by learning the computer skills you need to be successful in your upcoming courses.

Learn About

- Hardware and software
- Computer terminology
- Computer operations
- Keyboarding
- Student software and email

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Medical Office Receptionist Certificate

Career Opportunities

Hospitals, medical, dental, and chiropractic clinics

- Medical office receptionist
- Medical office scheduler
- Appointment coordinator
- Registration clerk

Areas of Study

- Front-line medical office duties
- Filing and scheduling
- Medical record management
- Document creation
- Medical terminology
- Oral and written communication skills

| Certificate Courses | Credits |
|---|---------|
| Medical Assistant Administrative Procedures | 2 |
| Medical Terminology | 3 |
| Medical Laws, Ethics & Professionalism | 2 |
| Medical Office Computing | 2 |
| Written Communications | 3 |

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Start the application process today!

- To begin the application process, visit (insert website here)
- If you have questions, call: XXX-XXX-XXXX

