Medical Front Office Assistant Certificate (MF21)

Description
The Medical Front Office Assistant Certificate is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician’s office, hospital, clinic, or other related areas.

Employment Opportunities
Receptionists and assistants are charged with a responsibility that may affect the success of an organization-making a good first impression. Persons in these positions answer telephones, route and screen calls, greet visitors/patients, respond to inquiries from the public, and provide information about the organization.

Admissions Criteria
Submit a completed application and application fee; be at least 16 years of age; Submit official high school transcript or GED transcript; Submit official college transcripts, if applicable; meet the following assessment requirements:

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<thead>
<tr>
<th>Test</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
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</thead>
<tbody>
<tr>
<td>Accuplacer</td>
<td>55</td>
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<tr>
<td>Compass</td>
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<tr>
<td>SAT</td>
<td>24</td>
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<td>22</td>
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<tr>
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<tr>
<td>GED</td>
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<td>165</td>
<td>165</td>
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Medical Front Office Assistant Curriculum
The curriculum for the Medical Front Office Assistant Certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 22 semester credit hours. The program requires a minimum of 375 contact hours and generally takes 2 semesters to complete.
Program Costs

Tuition/Fees: $2,698
Books/Supplies: $500

(Costs are estimates and are subject to change.)

GAINFUL EMPLOYMENT

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ogeecheetech.edu/gainful_employment.

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**TOP 10 REASONS**

why OTC is the right choice for you!

1. Great-paying careers!
2. Strong **job placement**!
3. Affordable tuition with financial aid options you don’t have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate’s Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

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**GET STARTED TODAY!**

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and APPLY online at www.ogeecheetech.edu!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

**QUESTIONS:**

Contact Admissions at 912.688.6994 or via email at enrollmentservices@ogeecheetech.edu!
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