hereles hone etiquette, medical record preparation including the electron

business correspondence, insurance claims completion and CPR.

PROGRAM RECOMMENDED PREPARATION

Strongly recommended for success in the program: ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English.

Recommended Prep: successful completion of Math 60 or placement in Math 70 or 80 or higher.

ADMISSION REQUIREMENTS: 18 years of age minimum

Upon Acceptance:

- 1. Physical exam, negative TB test of chest x-ray, and proof of immunization
- 2. Name tag for work experience
- 3. Valid CPR card (CCSF offers EMT 12 Basic Life Support for Healthcare Providers course)

CERTIFICATION: The Medical Receptionist Program offers a Certificate of Achievement.

ORIENTATION AND COUNSELING

Remote Counseling Services are available for students:

- 1. Zoom appointment, phone (415) 561-1925
- 2. Phone appointment online: <u>esars.ccsf.edu</u>
- 3. Email <u>academiccounseling@ccsf.edu</u>.

All applicants should join a ZOOM orientation meeting. Email <u>cwei@ccsf.edu</u> for ZOOM orientation meeting ID (attend one)

 Apply for Admission: Go to <u>Admissions & Registration</u> or call 415-239-3285. NEW CREDIT STUDENTS: Fill out a CCSF <u>credit</u> application at <u>Credit Admission</u> or call 415-239-3285 RETURNING STUDENTS: Have attended CCSF before as a <u>credit</u> student, but have not enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update your personal information) at Credit Admissions