

Medical Clerical Bootcamp

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
Don F. Kenny Regional Learning Center Main Campus, Indio	8:00 a.m. – 4:30 p.m.	T-F	10 weeks	300	\$2,580

**Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.*

**Schedules and fees are subject to change without notice.*

This course prepares students as an administrative office assistant to a medical office and to work in a medical facility. Instruction includes:

- Medical terminology.
- Maintaining financial records.
- Customer service and telephone etiquette.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 90 Clinical hours included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Physician's Office.
- Medical facility.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$14.52	\$30,209
Inland Empire	\$13.33	\$27,743

*Data based upon Occupation Employment Statistics (OES) Survey Results for Receptionists and Information Clerks in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

