

EVCC CAREER PATHWAYS Medical Receptionist Certificate

Career Cluster:

MEDICAL RECEPTIONIST

Employment opportunities for trained medical receptionists and medical administrative support personnel are expected to experience faster than average growth. Employment is generally found in hospitals, doctors' offices, clinics, and other medical-care facilities.

EvCC's [Medical Receptionist](#) certificate course focuses on basic office skills and customer service, medical terminology, and document handling procedures for a medical office.

The Medical Receptionist certificate and the Medical Administrative Support certificate are both available as online programs.

EVCC ADMISSIONS OPTIONS

Students who have earned a high school diploma or GED or students over the age of 18 may apply to Everett Community College online. Alternative options are listed below. Remember,

Stay Close ~ Go Far with EvCC

[Admission Application](#) [English as a Second Language](#)
[Adult Basic Education](#) [Youth Re-engagement](#)
[College in the High School](#) [Running Start](#)

MEDICAL RECEPTIONIST CAREER OPTIONS

MEDICAL RECEPTIONIST CERTIFICATE

[Medical Receptionist](#) - (43 credits)

Medical Receptionists may handle a wide variety of office duties including answering inquiries and providing information to the general public, customers, visitors, and other interested parties regarding activities conducted at a medical office or other type of medically facilitated establishment.

[O*NET Online](#)

CAREER AND EMPLOYMENT DATA - SNOHOMISH COUNTY

Washington State Employment Security Department (WSESD) provides data and information about occupations and careers.

[WSESD Snohomish County High Demand Occupations](#)

FOUR YEAR DEGREE OPTION

The Business Technology ATA is generally not designed for transfer to a baccalaureate institution.

However, [Central Washington University](#) offers a bachelor of Applied Science in Information Technology and Administrative Management (ITAM) on the EvCC campus that accepts the Associate in Technical Arts degree.

For more information go to www.everettcc.edu

FOR MORE INFORMATION

Contact the Program Advisor:

Kathryn Willestoff
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MEDICAL ADMINISTRATIVE SUPPORT CAREER OPTIONS

MEDICAL ADMINISTRATIVE SUPPORT CERTIFICATE

[Medical Administrative Support](#) - (75 credits)

Employment opportunities for trained medical administrative support personnel are expected to experience faster than average growth. Employment is generally found in hospitals, doctors' offices, clinics, and other medical-care facilities.

[O*NET Online](#)

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ADVANCED EDUCATIONAL OPTIONS

After obtaining the Medical Administrative Support certificate, students may decide to continue in the Business Technology track with the Business Technology ATA Degree.

[Business Technology - ATA](#) (90 Credits)

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[WSESD Snohomish County High Demand Occupations](#)

U.S. DEPARTMENT OF EDUCATION GAINFUL EMPLOYMENT

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