



LAUNCH A CAREER IN HEALTH CARE CUSTOMER SERVICE

Health Care Administrative Assistants play an important role in medical settings. They assist in managing the day-to-day operations of a medical facility, checking in patients, verifying insurance, and providing quality customer service to patients.

GET STARTED

Contact

Dori Benavides

Center Director, Brighton Center
dori.benavides@frontrange.edu, (303) 404-5090

Suzanne Sevy, RN, BSN

Program Director, Allied Health
Larimer Campus and FRCC-Loveland
suzanne.sevy@frontrange.edu, (970) 613-7583

Chris Heuston, RD, MPH

Chair, Allied Health
Westminster Campus
chris.heuston@frontrange.edu, (303) 404-5260



Health Care Customer Service

Can I get a job as a health care administrative assistant?

- 13 percent increase in jobs nationally over the next eight years for the category of Receptionists and Information Clerks, and 14 percent for medical secretaries. (U.S. Bureau of Labor Statistics)
- 1,046 job openings per year in Colorado for the next eight years for the category of Receptionists and Information Clerks, and 444 openings for Medical Secretary. (Department of Labor and Employment)

Salary	Entry	Average	Experienced
Receptionists and Information Clerks	\$21,255/year	\$29,908/year	\$34,235/year
Medical Secretary	\$26,725/year	\$36,262/year	\$41,030/year

Colorado Department of Labor and Employment (2015)

FRCC Health Care Customer Service Basics certificate

A Health Care Customer Service Basics certificate from FRCC will prepare you for a great job with good pay. Learn customer-service skills, computer use in health care, and medical terminology.

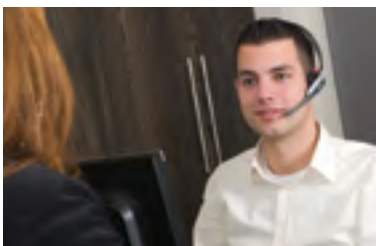
- 5 credits can be completed in one semester
- Classroom and online classes

Availability

- Brighton Center
- FRCC-Loveland
- Larimer Campus
- Westminster Campus

Semester of Entry

Fall, Spring, Summer



Tuition and Fees: 5-Credit Program

About \$796

Colorado resident (2015-16)



frontrange.edu