



MEDICAL FRONT OFFICE

About Medical Front Office

Medical Front Office prepares students for entry-level healthcare roles through classroom and community-based training at no cost. Students develop skills in:

- Patient greeting
- Appointment scheduling
- Record management
- Office inventory upkeep
- Confidentiality practices
- Basic billing, coding
- Medical terminology basics



Participants between the ages of 18-24 may be eligible for paid work experience upon successful completion of class. Workdays and times vary for each student.

SESSION 1

AUGUST 12, 2026 - OCTOBER 30, 2026

SESSION 2

JANUARY 4, 2027 - APRIL 9, 2027



HOURS

Monday - Friday
7:30 am to 10:30 am



No Cost

PROGRAM INCLUDES

CPR certification



REQUIREMENTS

- Minimum of 18 years of age
- High school diploma/GED
- Submit online MFO application
- Mandatory orientation
- Availability for all program meeting days
- Valid California ID/DL
- S.S. Card
- Lift, bend, stoop, walk, stand as necessary for job duties

