

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

Class Information

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.

No class/work on the following days:

January 19th, 2026

February 9th, 2026

February 19th, 2026

March 30th - April 6th, 2026

Requirements:

- Minimum of 18 years of age
- High School Diploma/GED
- Valid California ID/DL
- S.S. Card
- Lift, bend, stoop, walk, stand as necessary for job duties
- Submit online MFO Application

Next Class Dates:

Start Date: TBD
Monday- Friday
7:30 AM - 10:30 AM

Instructor: Alexis Wyatt Email:
alexis_wyatt@kernhigh.org

For more information contact
Cindy Rodriguez

Apply online at www.bascrd.org

