



Education and Training Provider Name: Contemporary Pediatrics

Academic Program Name: Registered Apprenticeship

Occupational Sector: office & administrative support

Occupation(s): medical secretary (43-6013.00)

Address/Location: 1516 Yankee Park Pl, Centerville, OH 45458

Length of Program / Duration: 2000 hours

Type of Attainment: Ohio State Apprenticeship Council Certificate of Completion of Apprenticeship

Program Entry/Start: The schedule for taking applications varies. Please contact the sponsor for this information.

Program Description/Synopsis: Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Program Pre-Requisites:

- > **Age:** (Data not available.)
- > **Existing employment with sponsor:** (Data not available.)
- > **High school / GED:** (Data not available.)
- > **Driving license:** (Data not available.)
- > **Clean criminal record:** (Data not available.)
- > **Previous experience:** (Data not available.)
- > **Miscellaneous:** (Data not available.)

Program Accreditation: Registered Apprenticeship program approved by the Ohio State Apprenticeship Council

Program Training Capacity: Varies based on industry demand, and is determined by the training provider.

Tuition/Cost: Varies based on industry demand, and is determined by the training provider.

Registration Fee: (Not applicable.)

Completions to Date: 0

Current Enrollment: 1

Completion Rate: [NA: no exits to date]

Job Placement: Registered apprentices are full-time employees.

Non-Credit Certificate Program: Yes

Program Phone Number: 937-438-1115

Last modified June 27, 2016