

# North Orange County ROP Healthcare Industry Partnerships

success  
starts  
here<sup>SM</sup>

*ROP Front Office  
Medical Assistant  
Externs are well prepared  
to assist you!*

**Could your office benefit from  
160 hours of free assistance from a  
Front Office Medical Assistant graduate?**

*If so, consider becoming a healthcare extern site for  
North Orange County Regional Occupational Program.*

## **Our externs can assist with:**

- Answering busy phones
- Verifying insurance information
- Preparing charts
- Registering patients
- Faxing
- Filing
- Assisting with pharmaceutical refills
- Scheduling appointments

**Please contact ROP instructor:  
Christine Auble, RN, BSN  
714-296-3794**



**Front Office  
Medical Assistant  
Externship**



[www.nocrop.us](http://www.nocrop.us)

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***ROP Health  
Unit Coordinator  
Assistant Externs  
are well prepared  
to assist you!***

**Could your office benefit from  
160 hours of free assistance from a  
Health Unit Coordinator graduate?**

*If so, consider becoming a healthcare extern site for  
North Orange County Regional Occupational Program.*

## **Our externs can assist with:**

- Answering busy phones
- Taking and relaying messages
- Answering call lights
- Assisting visitors
- Transcribing physician orders  
onto Kardex
- Processing supply requisitions
- Preparing and maintaining patient charts

**Please contact ROP instructor:  
Christine Auble, RN, BSN  
714-296-3794**



***Health Unit  
Coordinator  
Externship***



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