

Veterinary Receptionist

INDUSTRY FACTS



What do veterinary receptionists do?

This program will prepare you to become a veterinary receptionist or veterinary office assistant.

Here's a breakdown of what your day-to-day might look like:

- Feeding, bathing, and exercising animals
- Monitoring and nursing animals after surgery
- Restraining animals during exams and procedures
- Cleaning and prepping equipment and facilities
- Managing day-to-day operations
- Creating and updating electronic health records
- Scheduling and coordinating appointments
- Verifying patient insurance

Where do they work?

Veterinary receptionists work primarily in veterinary clinics and practices.



How much do they earn?

How much you earn depends on what field you choose. Salaries and benefits will vary by employer, geographic location, and experience. But veterinary receptionists, on average, earned a salary of \$32,252 per year as of August 2022.*

How's the job outlook?

The veterinary industry needs more skilled workers than ever. As the number of households who owned a pet grew during the pandemic, and pet owners are spending more money on their animals, veterinary receptionists will be needed to handle the varied administrative tasks that keep a vet office running well.

* https://www.payscale.com/research/US/Job=Veterinary_Receptionist/Hourly_Rate

"I was very impressed with what CareerStep had to offer. Affordable pricing for a comprehensive program, combined with the support and flexibility I needed. A perfect choice!"

JESSICA, CAREERSTEP LEARNER
JULY, 2019

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PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored.

Prepare For A Better Job

Our expert-designed program developed in collaboration with large employer partners, including images, exercises, learning games, and instructive videos to increase your understanding of key concepts. You will complete the training prepared to pass the Certified Medical Administrative Assistant (CMAA) exam.

Learn Your Way

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support
- Career support

Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Medical Administrative Assistant (CMAA)**
This nationally recognized credential is backed by the National Healthcareer Association. It proves your administrative competence and capability to keep physician or veterinarian offices and clinics running efficiently.

Program Outline

Course

Program Orientation

Computer Fundamentals

Microsoft Office 2019: Foundations Course

HealthCare Foundational Knowledge and Basic Science

Business Writing

Veterinary Assistant Foundations

Medical Administrative Assistant

Communication and Customer Service in the Healthcare Office

Medical Laws and Ethics

Program Completion

TOTAL HOURS: 270