

# OFFICE TECHNOLOGY

ONE-YEAR CERTIFICATE: MEDICAL BILLING AND COLLECTIONS CLERK – MINIMUM 51 CREDITS

## CAREER DESCRIPTION

Students gain theoretical knowledge and practical skills that will help them to succeed as entry-level outpatient medical billing and collections clerks. Prerequisite skills: Touch typing skills of at least 20 wpm at 95% accuracy.

## PROGRAM OUTCOMES

Billing and Collections Clerk certificate will:

1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

## APPLICATION & ACCEPTANCE

Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement.

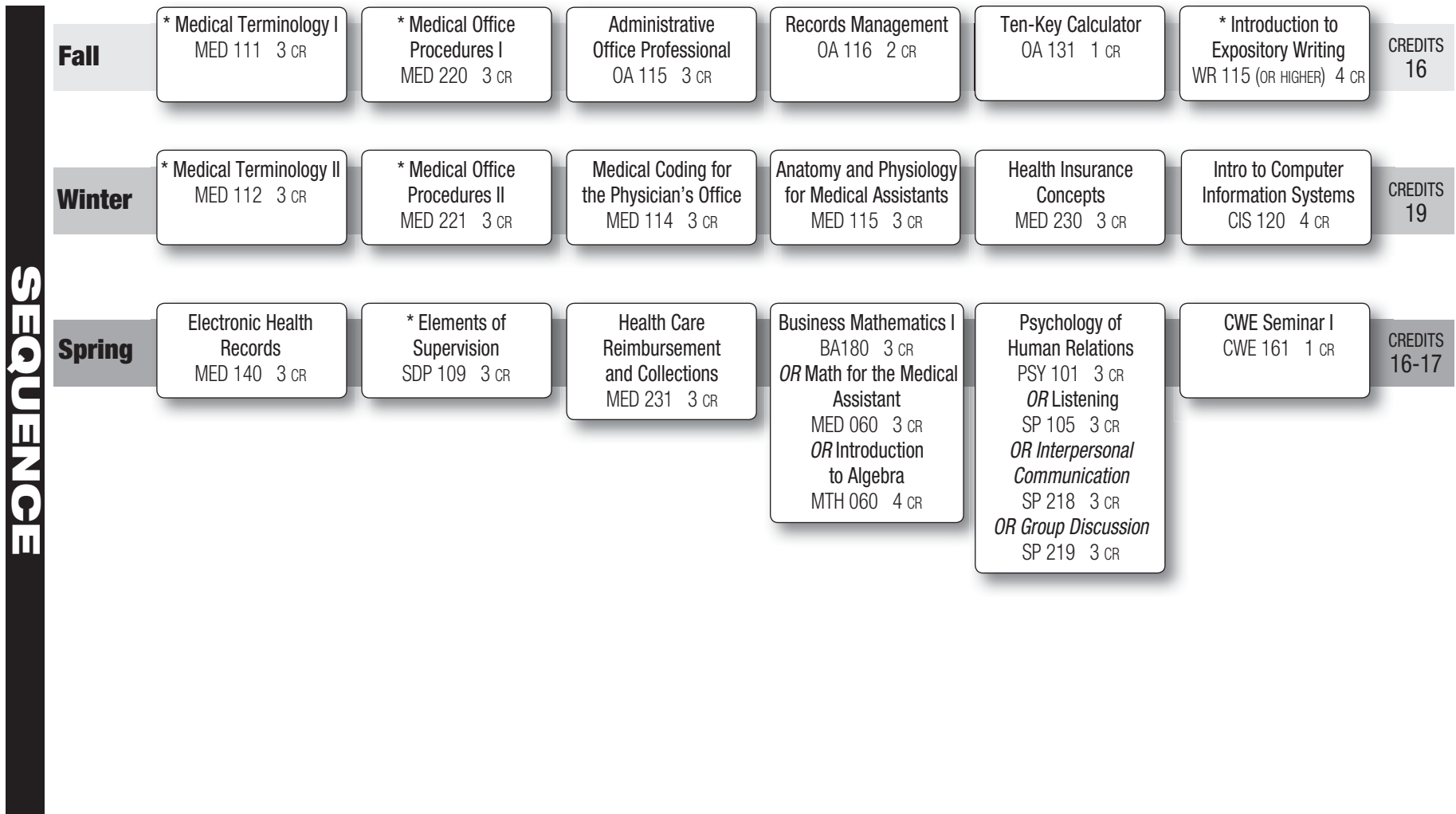
## PATHWAY OPPORTUNITIES

When finished with the Medical Billing and Collections Clerk Certificate, students will have completed a significant portion of the AAS degree in Medical Office Administration. Students wishing to continue their education should have an easy transition to the AAS and beyond.

Visit [www.umpqua.edu/office-assistant](http://www.umpqua.edu/office-assistant) for additional information.

# CERTIFICATE — Medical Billing and Collections Clerk

Minimum 51 Credits — Recommended Sequence for Students (Students should see an advisor to customize their educational plan.)



## NOTES

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Please see an advisor for a degree planning worksheet for this program.

\*A grade of C or better must be attained in the courses indicated.