



# Santiago Canyon College - Orange Education Center Short Term Vocational Certificate Program

sccollege.edu/oec

## Medical Billing

- Earn an Average Hourly Wage Rate of \$15.32
- Over 2,570 Annual California Job Openings through 2,016

The Medical Billing certificate program is designed to give students the necessary knowledge and skills to hold a medical billing position. Students will have practical experience using computers and patient billing software, be familiar with the rules and guidelines of health care plans in order to submit proper documentation for appropriate reimbursement of services rendered, and they will have the necessary customer service skills to succeed in this field.

Business Skills Program classes are offered fall, spring and summer throughout the Orange area during morning, afternoons, weekday evenings and Saturdays. To register for FREE classes or for more information regarding class dates, times and locations, CALL or VISIT the:



Orange Education Center  
1465 N. Batavia Street  
Orange, CA 92867  
(714) 628-5900

### Certificate Requirements & Course Sequence

Introduction to Keyboarding & Basic Windows	60
Introduction to Computer Software Applications	60
Introduction to Medical Billing	120
Workforce Readiness	60
<b>TOTAL HOURS OF INSTRUCTION</b>	<b>240 HRS</b>



*Santiago Canyon College, Continuing Education, Business Skills Department, with close collaboration with business and industry grows, adapts, and adjusts its business skills program to meet current and future needs of our community.*