



# Santiago Canyon College

DIVISION OF CONTINUING EDUCATION

*What happens here matters.*

Orange Education Center • 1465 N. Batavia St. • Orange, CA 92867 • 714-628-5900 • Fax: 714-434-7920 • [sccollege.edu/OEC](http://sccollege.edu/OEC)

## Short-Term Career Education Certificate of Completion

# Medical Billing

- Average Hourly Wage \$15.18
- Annual California Job Openings through 2018: Over 2,600



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

To register or for additional information regarding class dates, times and locations, call or visit any of the following locations:

**OEC Provisional Education Facility (CHAP)**  
1937 W. Chapman Ave., Suite 200  
Orange, CA 92868  
714-628-5900

**Santiago Canyon College (SCC)**  
8045 E. Chapman Ave., U-80  
Orange, CA 92869  
714-628-5929

**College and Workforce  
Preparation Center (CWPC)**  
1572 N. Main St.  
Orange, CA 92867  
714-628-5999

### Tuition is FREE - No Recommended Supplies or Textbook

Certificate Requirements & Course Sequence		
VBUS-080	Introduction to Medical Billing	120 HRS
VBUS-119	Introduction to Keyboarding & Basic Windows	60 HRS
WKPR-500	Workforce Readiness	60 HRS
<b>TOTAL HOURS OF INSTRUCTION</b>		<b>240 HRS</b>

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**MISSION STATEMENT:** The mission of the Continuing Education Division is to offer a variety of free noncredit classes, programs, and services that enable students to maximize their potential by acquiring the necessary technical and academic skills to reach their personal, educational, and career goals so that they can benefit from, and contribute to, a changing American society as productive, active members of their communities.

All educational opportunities are offered without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status.