



GLENDALE COMMUNITY COLLEGE BUSINESS DIVISION
Medical Office Administration and Health Information Technology
DEPARTMENT CERTIFICATE OF ACHIEVEMENT

The Medical Records Skill Award		
Required Courses:	Course Title	Units and Sequence
MOA 180	Electronic Medical Records	3 units (Semester 1Year 1)
MOA 182	Medical Terminology	3 units (Semester 2 year 1)
MOA 183	Medical Billing and Coding	4 units(Semester 1 year 2)
HIT 193	Current Procedural Coding	3 units (Semester 2 year 2)
BUSAD 050	Internship	2 units (Summer end of year 1 or 2)
<p>Suggested Sequence of Courses: Course and Semester sequence is listed above, we recommend summer sessions for work study training experience (Internship hours). <div style="text-align: right;">Total Semester Units = 15</div> </p>		

This Skill Award is designed for students who are preparing for a position as a Medical Records Clerk and will work in a physician’s office, a medical clinic, a hospital, or any other healthcare agency.

Job functions include organize and manage health information data by ensuring that it maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems.

This certificate is the entry level to most jobs in the Health Information Technology field. According to the Occupation outlook handbook sponsored by U.S. Bureau of Labor Statistics. Job growth and opportunities are listed:

State	Employment	Employment per thousand jobs	Location quotient	Hourly mean wage	Annual mean wage
California	20,840	1.30	0.92	\$23.48	\$48,840
Metropolitan area	Employment	Employment per thousand jobs	Location quotient	Hourly mean wage	Annual mean wage
Los Angeles-Long Beach-Glendale, CA Metropolitan Division	5,790	1.37	0.96	\$22.75	\$47,330

Further detailed information can be accessed by visiting the Bureau of Labor Statics, United States Department of Labor [website https://www.bls.gov/oes/current/oes292071.htm#st](https://www.bls.gov/oes/current/oes292071.htm#st)

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