

Health Career Foundations



Code WE/SW, 35 Hours

EMPLOYER – “DIVERSITY HOSPITAL” – READY TO WORK

Work Simulation and Computer Lab Training (10 WEEK TRAINING):

Building a Medical Vocabulary, Math and English

Real work simulation for the Medical environment

Microsoft Windows, Word, Excel, and Access for Health Careers

Medical Law, Ethics and Bioethics

Work Simulation Lab – Medical Records Management

Medical Patient Billing

Medical Billing (CPT and ICD-10)

Medical Business Checking

10 WEEKS – 35 HRS/WK – DAILY 8:30 – 4:30, M – F

Steps to Apply:

1. Limited access for customers with criminal backgrounds
 - CASAS tests taken last 12 months Reading 235+ Math 220+ Writing 3
 - Minimum typing 35 wpm (with only 2 errors)
 - GED or high school diploma required
2. Client to contact Guy Pierce
 - for final class selection and class designation
3. Referring agency to send PDP or payment authorization via either
Mail: Short Term Training, Attn: Nora Visser
10100 NE Prescott Avenue
Portland, Oregon 97220
Fax: 503.467.4034

***Mt. Hood Community College (MHCC) – Portland Community College (PCC) Steps-to-Success
Class located at MHCC Maywood Park Campus – Rooms 303 & 310***

Guy J. Pierce – Instructor
pierceg@mhcc.edu
503.517.8923 x10

Nora Visser – Administration
nora.visser@pcc.edu
503.517.8923 x13

MEDICAL CLASS CERTIFICATE GIVEN UPON SUCCESSFUL COMPLETION OF ALL SECTIONS:

MHCC Steps to Success and the PCC Workforce Network are Equal Opportunity Employers/Programs. Auxiliary aids and services are available on request to individuals with disabilities. Please call at least two weeks prior to the event to ensure availability of accommodations (ADA Requirements).

Steps to Success Short Term Training Current Schedule

DATES	TRAININGS	LOCATIONS
05/04/09 – 06/12/09	Work Place Basics and Computer Training (6 weeks, 30hrs / wk, 9:00 – 4:00 M-F)	MHCC Maywood Campus 10100 NE Prescott Street Portland, OR 97220
04/06/09 – 06/12/09	Health Career Foundations (10 wks, 35 hrs / wk, 8:30 – 4:30 M-F)	MHCC Maywood Campus 10100 NE Prescott Street Portland, OR 97220

STEPS TO REGISTER

1. Call (503) 517-8923 x 13 to register
2. Entrance Requirements
 - o CASAS tests taken within last 12 months: Reading 235+ Math 220+ Writing 3
 - o Keyboard 35 wpm with basic computer skills
 - o GED or High School Diploma recommended (may be waived at instructor's discretion for previous medical / health care experience.)
3. Payment: Fax PDP **or** payment authorization \$800 to (503) 467-4034

Opportunities to fulfill CASAS		
Location	East 1415 SE 122 nd (503) 256-0432	PCC Metro 5600 NE 42 nd (503) 943-2000
Test Info.	CASAS Every Wed. 10:00 a.m. South Building, Room 137 <i>Arrive early: must be in classroom before starting time</i>	CASAS Every Fri. 9:00 a.m. Room 204 <i>Arrive early: must be in classroom before starting time</i>

Our Mission:

To continually improve and deliver basic skills and vocational training that will increase students' personal and professional success in employability, self-sufficiency, and retention.

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