

HEALTHCARE ONLINE CERTIFICATES

Careers in healthcare can be direct patient care or supporting clinical professionals. You will learn the specific skills and knowledge that can lead to certification. Many of these courses have an externship opportunity and you will be eligible to take the national level certification exam.

6 Easy Ways to Register

Online

ce.unm.edu

Phone

505-277-0077, Option 1
M-F, 8am-5pm

Email

ceregistration@unm.edu

Mail

UNM Continuing Education
Attn: Registration
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001

Fax

505-277-1990
Fax/Mail instructions
see website.

In Person

M-F, 8am-5pm
UNM Continuing Education
1634 University Blvd. NE
(just north of Indian School)

Tuition Remission Benefit

UNM employees may use tuition remission for ALL UNM Continuing Education non-credit classes. Visit ce.unm.edu for more details.



Continuing
Education

ce.unm.edu

HealthEd Today

Medical—Healthcare Online

New Online healthcare courses are convenient as you become ready to work as a healthcare professional. Prepare for the national certification exam and many have externships to sharpen your skills. You are able to register for these courses weekly. All courses have access between four to six months. Visit the website ce.unm.edu/MedicalOnline for full course descriptions. Most are approved for MyCAA tuition assistance. UNM tuition remission is available under Professional Development.

Clinical Medical Assistant with Clinical Externship

38001 780 hours \$3,950

Dental Assistant with Clinical Externship

38002 750 hours \$3,950

Dialysis Technician

38003 375 hours \$3,000

Electronic Health Records Management with Clinical Externship

38004 375 hours \$3,000

EKG Technician w/Clinical Externship

38005 375 hours \$3,000

Medical Administrative Assistant with Clinical Externship

38006 375 hours \$5,000

Medical Billing and Coding with Clinical Externship

38007 375 hours \$5,250

Medical Billing and Coding + MAA with Clinical Externship

38008 750 hours \$3,950

Pharmacy Technician + MAA with Clinical Externship

38009 750 hours \$3,950

Pharmacy Technician with Clinical Externship

38010 375 hours \$3,000

Physician's Office Assistant + EHRM with Clinical Externship

38011 780 hours \$3,950

Certified Professional Healthcare Compliance Officer

38013 32 hours \$499

Certified Professional Medical Auditor

38014 32 hours \$629

MORE ON BACK

For more information: Visit our website at ce.unm.edu.

Questions: Contact Program Supervisor at cehealth@unm.edu

HEALTHCARE ONLINE CERTIFICATES



Quick Facts: Medical Records and Health Information Technicians [29-2071.00]

2014 Median Pay [New Mexico]	\$30,870 per year / \$17.80 per hour
Work Experience in a Related Occupation	Some previous experience or professional certification
On-the-job Training	one or two years of training involving both on-the-job experience and informal training with experienced workers
Number of Jobs, 2012	186,000
Job Outlook, 2012-22	22% or higher (Much faster than average)
Employment Change, 2012-22	9,040 nationwide

Job Statistics from O*Net <http://www.onetonline.org/link/summary/29-2071.00>

Key Skills and Abilities

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Please be advised on all Clinical Externships:

Students must score eighty-percent (80%) or higher on all tests, quizzes and final to qualify for clinical externship. An average of eighty-percent (80%) or higher must be maintained in the course program to receive a certificate of completion from UNMCE.

Refund Policy

No refunds can be issued after the start date published in your Financial Award document.

MyCAA - Military Spouse Funding

Medical Healthcare Online programs are approved for MyCAA funding.

UNM Staff, Faculty & Retirees:

Use your Tuition Remission!

Questions about this benefit? Call the benefits office at 505-277-MyHR.

To register, send completed forms for registration & tuition remission to registration@ce.unm.edu or come by our registration office, located at; 1634 University Blvd. NE (just north of Indian School).

Related job titles

Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)

For complete list of class offerings, please see our catalog or visit our website at ce.unm.edu.

For more information: Visit our website at ce.unm.edu.

Questions: Contact Program Supervisor at cehealth@unm.edu



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