


MEDICAL SCRIBE CERTIFICATE OF COMPLETION

FREE CLASSES


COLLEGE OF THE CANYONS
School of Personal &
Professional Learning
Education extended



This two-course certificate provides hands-on training to gain knowledge, skills, and abilities needed for entry-level employment as a medical scribe. A medical scribe serves as the assistant to the physician, performing documentation of patient visits using electronic medical records.

▶ **NC.HLTH-249 Medical Terminology**

Presents a comprehensive study of medical terminology, emphasizing determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.

45.00 - 60.00 hours

▶ **NC.HLTH-250 Medical Scribe**

Prepares medical scribes to document patient visit details such as symptoms, case history, diagnostic tests, medications, and other records in an electronic medical record platform. It is recommended that students type at least 35 words per minute.

48.00 - 54.00 hours

Prerequisite: HLHSCI-249 Medical Terminology, HLHSCI-249 or NC.HLTH-249 will satisfy the prerequisite.

Classes are...

- ✓ **FREE**
- ✓ **Offered Year Round**
- ✓ **Repeatable**



www.canyons.edu/free



Registration instructions can be found on the back of this flyer

REGISTRATION INSTRUCTIONS

To register for these courses, you must be an existing student or apply to be a student at the college. Please follow the steps below to register for these courses:

New students start here

Submit an application for admission

- Go to: www.canyons.edu/freeclasses
- Click on "Applicants"
- Click on "Go to OpenCCC" when you are ready to fill out the online application.
- Successful application submission will generate an email with the subject line: "Your COC Noncredit Application Has Been Accepted." The email will also include your unique student email, which is also your CanyonsID username.

Upon receipt of the application confirmation email, click on the My Canyons icon at www.canyons.edu. Enter your CanyonsID student email and establish your CanyonsID password.

Current students start here

Register for classes

- From www.canyons.edu, click on the My Canyons icon and enter CanyonsID username and password.
- Click on the green "My Registration" tile ► click on "Search for Sections"
- Select a term and search for the Subject alphabetically under "Noncredit..."
- Add desired section(s) to course plan ► click on "Academics" icon ► click on "Student Planning"
- Click on "Plan your Degree & Register for Classes," ► click blue "Register" button for each course
- Select "Register," then click "Submit" at the bottom of the page.

If you would like assistance with enrollment, please call (661) 362-3304 or email freeclasses@canyons.edu during regular business hours.

Monday – Thursday 9:00 AM-5:00 PM
Friday 9:00 AM-1:00 PM

We look forward to serving you!

School of Personal and Professional Learning Team