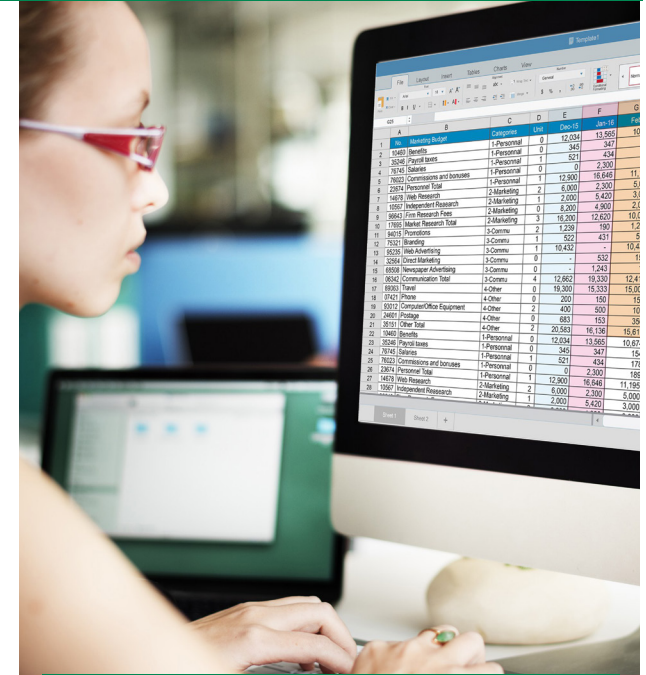
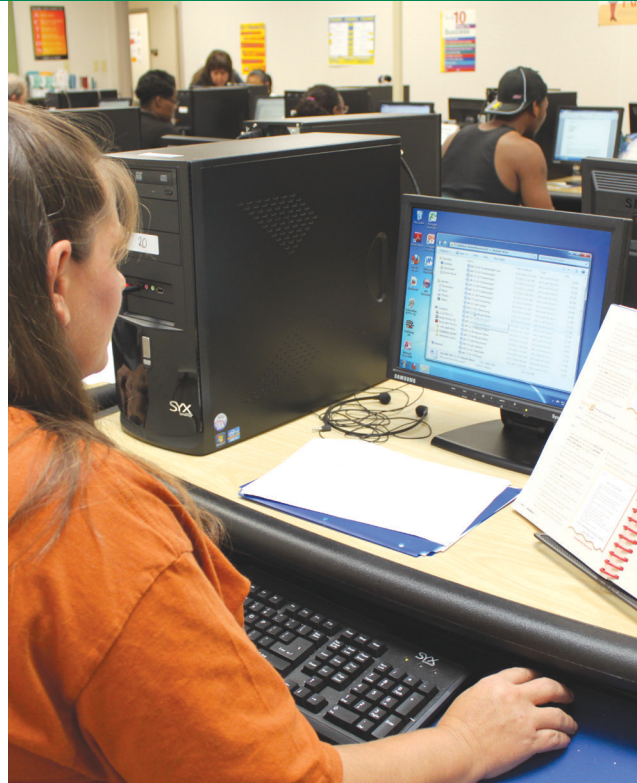
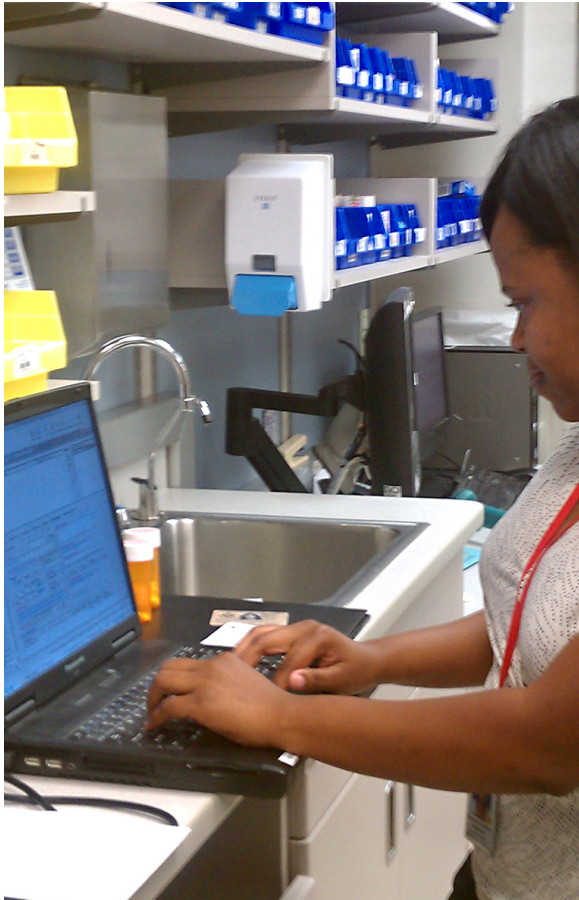


## Admission Requirements

Students are admitted to Paris Junior College by furnishing a high school transcript, GED certificate, as a transfer student from another college or upon individual approval. Financial aid is available. Local placement testing is required for all new students. Students should refer to the current semester schedule or contact the Admissions Office at 903.782.0425.



## Office Technology (Medical Office Management & Billing)

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Wanda Duncan, Office Technology Instructor  
903.782.0378 • wduncan@parisjc.edu

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Paris Junior College gives equal consideration of all applicants for admission, without regard to race, color, religion, creed, national origin, sex, age, marital status, disability or veteran status. Assistance is provided to students with limited English speaking abilities, disabilities, or academic deficiencies.

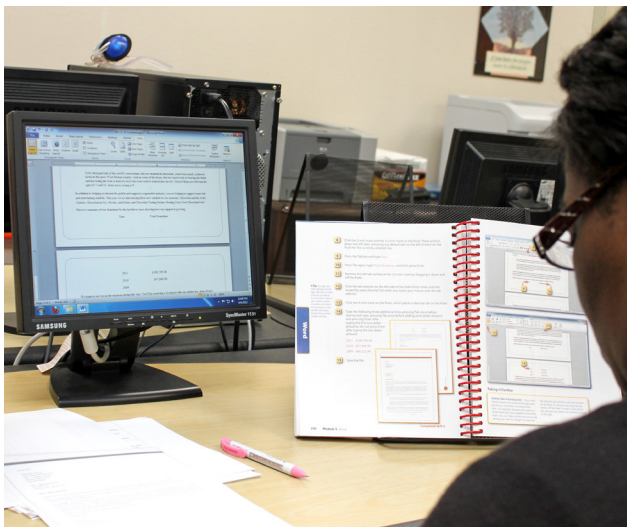


## Industry Overview

Various office settings and career choices are open to those with basic office computer skills such as hospitals, clinics, insurance offices, government agencies, and home-based work.

## PJC Office Technology Program

Students are trained in the areas of microcomputer software applications, medical office management and medi-



cal billing. Entry-level positions could also include unit secretary and insurance claims and adjusting.

Quality training will increase your employment opportunities and at PJC you will get more one-on-one training and individual attention.

The Medical Office Management and Billing certificate is designed to train students for entry level positions such as medical transcription and/or scribes, medical billing, office medical clerk and other office jobs in medical records related to the use of electronic health records.

PJC certificates can be transitioned to an Associate degree of Applied Science and then a bachelor of applied arts and sciences at a four-year university.

## Program Options

PJC's Office Technology Department offers an Associate of Applied Science degree in Office Information Specialist (60 credit hours) as well as certificates in Medical Office Management and Billing (36 credit hours), Office Accounting (42 credit hours) and Office/Computer Applications (30 credit hours).