

# Unit Clerk • Certificate

## Why Choose Unit Clerk?

As the health Care industry continues to grow, the demand for unit clerks in hospitals, nursing homes, and other inpatient settings also increases. Unit clerks are responsible for assuring that tests are ordered and reports placed on the patient's chart, assuring that the record is complete and available to the health care providers, and providing clerical assistance.

Courses are offered in Big Rapids and Grand Rapids. In Big Rapids, courses are offered during the day and Grand Rapids courses are offered in the evening.

## Get a Great Job

With our aging population seeking medical care and the advancements in technology enabling individuals to live longer, there is a demand that we have hospital beds and additional long term care beds available.

This certificate is ideal for individuals who want to obtain a more technically advanced position in an inpatient setting by completing more advanced science-based coursework. Full and part-time positions are generally available. Salary ranges vary from \$8.00 to \$10.00 per hour.

## Admission Requirements

Applicants for admission to this certificate program must have a high school diploma or GED. An ACT score of 19 or a SAT of 900-930, an ASSET reading score of 43 and writing score of 44, OR a COMPASS reading score of 84 or writing score 78 is required. High school or college coursework in computers is helpful, but not required.

## Graduation Requirements

To obtain the certificate, students must successfully complete all courses with a minimum grade of a "C". Credits earned in any of the certificates can be applied toward completing the associate and bachelor's degrees in medical records.

## Required Courses

		Credit Hours
Core		
MRIS 101	Intro to Health Info Systems	4
MRIS 103	Medical Terminology	4
HCSA 202	Health Care Law	3
FSUS 100	Ferris State Univ Seminar	1
Major		
BIOL 109	Basic Human Anatomy/Physiology*Z	4
MRIS 105	Pharmacology for Medical Records	1
MRIS 193	Unit Clerk Internship	7



## More Information

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**FERRIS STATE UNIVERSITY**

C O L L E G E O F A L L I E D H E A L T H S C I E N C E S