



medical office specialty training

This July, UPH will be launching the training program MOST – Medical Office Specialty Training – which is designed to provide intensive exposure to health care topics and settings to a carefully selected group of trainees. Through a combination of classroom education and on-the-job rotations, trainees will learn medical terminology, and fundamentals, of insurance and the US health care delivery system. They will learn about UPH, and spend time onsite in different parts of the organization.

MOST Trainees selected for the program will demonstrate skills, abilities and personal qualities that are highly sought for many positions within UPH. Thanks to the MOST program UPH will be considering applicants whose education and experience do not include health care.

The MOST classroom/onsite rotations training program will run for 5 weeks. During this time, selected applicants will be classified at the level of MOST Trainee I. Upon successful completion of the initial 5 weeks of training, trainees will be promoted to a MOST Trainee II.

Trainees will have exposure to various divisions of UPH, and they will be encouraged to apply for posted permanent positions or enter our Float program. Trainee status may be maintained for up to 60 days.

UPH will begin accepting applications/resumes on **May 26, 2010** through **June 9, 2010**. Applicants can apply online at www.uph.org or in person at our hospital or corporate facilities. Selected candidates will receive assessments and questionnaire for final determination. Final candidates will be contacted for an interview.

Training is scheduled to begin on July 26, 2010 for those hired into the program.

The salary for the first portion of training (MOST Trainee I) is \$9.50 an hour. The second portion of training (MOST Trainee II) is \$10.00 an hour. Once a position has been secured, the employee's salary will increase to that of the positions job description.