

PATIENT REGISTRATION

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Job Description

Patient registration representatives work in the patient registration area of a health organization. They are responsible for interviewing patients to obtain the necessary information to treat and process insurance claims for payment. Patient registration representatives enter patient information into computer systems. Accuracy in data entry is critical to the patient and the healthcare organization.

Career Opportunities

Patient registration representatives can work in hospitals, long term care facilities, physician offices, emergency rooms, out-patient surgery centers, or urgent care centers. Employment in a healthcare organization provides the opportunity for stable employment. Patient registration representatives can be employed full-time, part-time, or per diem.

Program Description

The CSN Patient Registration Certificate of Completion is an open entry program, therefore a “Limited Entry Application for Admission to a Health Science Program” is not required. However, there may be course restrictions or course prerequisites. Cross reference each required course with the College Catalog to verify any restrictions. See the reverse side for specific program requirements. After successful completion of these courses, the students request their Certificate of Completion in Patient Registration from the Health Information Technology Program Director.

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Approximate Costs (Costs are subject to change)

Tuition:
12 credits x \$109.75 per credit hr \$1,317.00
Student Union Fee per credit hr \$9.00
Technology Fee per credit hr \$6.50
Books.....\$300.00 - \$400.00
Lab FeesNone
Physical Exam.....\$50.00 - \$75.00
Immunizations.....\$0 - \$600.00
Background Check..... \$50.00
Urine Drug Screen..... \$30.00
College Application Fee..... \$20.00
One time, non-refundable fee charged to new students only.

Non-Resident Fee..... \$3,843.00 per semester
This is in addition to the tuition and technology fee and is assessed to nonresident students enrolling in 7 or more credit hours.

Approximate Salary in Nevada

Hourly Wage Range \$9.93 - \$27.03
Median Hourly Wage \$17.69

Source: Nevada 2018 OES Wage Data
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