

# ***Patient Registration***

## ***Certificate of Completion Program***

### **What courses are required?**

COT 101B	Computer Keyboarding I	3 Cr.
HIT 103B	Customer Service Skills in a Healthcare Setting	1 Cr.
HIT 105B	Introduction to Health Information Management	3 Cr.
HIT 106B	Healthcare Reimbursement	2 Cr.
HIT 107B	Patient Registration Practicum	2 Cr.
HIT 117	Medical Terminology I	<u>1 Cr.</u>
		<b>12 Cr.</b>

For more information regarding this Certificate of Completion, contact Cassie Gentry, Program Director for Health Information Technology at (702) 651-5896.

Students must achieve a grade of “C” or better in each course to receive the certificate.

### **When are the courses offered?**

The Health Information Technology (HIT) and Office Administration (COT) courses are generally offered in the spring and fall. Some courses may be offered during the summer semester. Check the current semester schedule to verify this information. Register for classes by following the registration instructions listed in the front of the schedule.

### **Admission Requirements:**

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, before beginning HIT 107B (practicum/clinical experience), students will be required to show proof of health insurance and immunization against Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus, and Diphtheria. In addition, proof of a negative TB skin test and negative urine drug screen will also be required. An official background check is also required.

### **Where are the courses held?**

The Health Information Technology courses are conducted at the Charleston Campus, 6375 West Charleston Blvd., Las Vegas, Nevada 89146.