

Medical Office Practices

Certificate of Completion Program

What courses are required?

HIT 102B	Coding and Medical Office Insurance	3 Cr.
HIT 118B	Language of Medicine	3 Cr.
HIT 105B	Healthcare Dynamics	2 Cr.
HIT 103B	Customer Service Skills in a Healthcare Setting	1 Cr.
MOA 120B	Medical Office Management	<u>4 Cr.</u>
		13 Cr.

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

When are the courses offered?

The Health Information Technology (HIT) courses are offered in the spring and fall. Some are 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.

Where are the courses held?

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