

# *Patient Registration*

## *Certificate of Completion Program*

### What courses are required?

HIT 118B	Language of Medicine	3 Cr.
HIT 105B	Healthcare Dynamics	2 Cr.
COT 101B	Computer Keyboarding I	3 Cr.
HIT 106B	Concepts of Health Insurance	2 Cr.
HIT 107B	Patient Registration Practicum	2 Cr.
HIT 103B	Customer Service Skills in a Healthcare Setting	<u>1 Cr.</u>
		<b>13 Cr.</b>

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) 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, 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 prior to the practicum/clinical experience (HIT 107B). An official background check is also required.

### 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.