

Medical Office Practices

Certificate of Completion Program

What courses are required?

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| HIT 102B | Coding for Medical Offices | 2 Cr. |
| HIT 103B | Customer Service Skills in a Healthcare Setting | 1 Cr. |
| HIT 105B | Introduction to Health Information Management | 3 Cr. |
| HIT 118B | Language of Medicine | 3 Cr. |
| MOA 120B | Medical Office Management | <u>3 Cr.</u> |
| | | 12 Cr. |

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) 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 Charleston Campus, 6375 West Charleston Blvd., Las Vegas, Nevada, 89146.