



**CAREER AND TECHNICAL EDUCATION
MEDICAL REGISTRATION SPECIALIST, C.T.S.**

CERTIFICATE OF TECHNICAL STUDIES PROGRAM
DIVISION: ALLIED HEALTH

The Certificate of Technical Studies program in Medical Registration Specialist provides academic and clinical education in inpatient and outpatient registration. This program prepares the student for a patient contact position providing customer service assistance as the patient prepares to receive health care services. The goal of the Certificate of Technical Studies program is to provide students with competencies necessary to enter the workforce in as vital members of the health care team.

REQUIRED COURSES IN MAJOR

Required grade of "C" or higher:

- ADOT 101 - Document Production 3
- ADOT 105 - Survey of Computer Applications 3
- BUSG 121 - Business Mathematics 3
- ENGL 101 - English Composition I 3
- HEIT 145 - Medical Registration Procedures 3
- HEIT 147 - Medical Registration Procedures Laboratory 1
- HESC 111 - Medical Terminology 3
- HESC 118 - Information Management for Allied Health Professionals 3
- SPCH 130 - Fundamentals of Communication 3

Total Credit Hours: 25