



MOS Program Application Packet

Medical Office Specialist Online Program

Texas State Technical College Online Program

Revised August 2020

The faculty of the Health Information Technology program reserve the right to amend, alter, change, delete, or modify any of the provisions of this Program Application Packet at any time and in any manner deemed to be in the best interest of the HIT program and TSTC. Currently enrolled students will be notified, in writing, of any changes.

Welcome

Welcome to Texas State Technical College's (TSTC's) Medical Office Specialist program (MOS) and thank you for choosing this area of study. The MOS program is specifically designed to offer students the opportunity to earn the following:

- Medical Office Specialist program
Certificate of Completion
36 credits, 3 semesters

The curriculum is designed to prepare each graduate to take an entry-level office staff role in the health information field.

On behalf of the entire faculty and staff, we are pleased that you are allowing us the opportunity to assist you as you pursue your education in the field of health information. I look forward to working with you and wish you the best of luck in your educational and career goals.

Sincerely,

Sarah Brooks, RHIA

Program Director/Department Chair, Health Information Technology Program
Texas State Technical College – Abilene

Admission and Registration Checklist

To assist with your admission and registration, please complete each of the following steps in order. Check off each step as it is completed.

- Go to www.tstc.edu/apply and submit a TSTC admissions application.
- Apply for financial aid by completing an application at www.fafsa.ed.gov
- Contact previous colleges and high school, having them forward TSTC all official transcripts. Official transcripts must be sealed and from the Admissions Office of all previous colleges and high school.
- Take the TSI.
- If student is under the age of 22, he/she is required to submit proof of bacterial meningitis vaccination.
- Speak with an Enrollment Coach for advisement.
- Contact Sarah Brooks, Program Director, to be assigned program advisor to assist with registration process
- Submit required documentation to Program Advisor (see list below)
- Schedule interview with Program Advisor
- After the interview, the Program Advisor will supply the student with a “Projected Schedule” and register the student.
- Set up payment arrangements in Student Accounting or pay the balance with campus cashier.

Program Requirement Checklist

To assist with the completion of program requirements, please complete each of the following steps in order. Check off each step as it is completed.

- TSI test scores (It is highly recommended that students be TSI met in READ & WRIT prior to enrollment)
- Set up interview with HIT program advisor
- Pay for background check and drug screen*

*To purchase the background check and drug screen go to <http://www.tstcbackgroundcx.com> and select package 2.

Program Graduation Requirement

To successfully complete the program, all courses must be passed with a 75% or above. This standard supports CAHIIM expectations for successful completion of outcomes on the national examination for the Registered Health Information Technician (RHIT) credentials.

HIT Program Contact Information:

Program Director/Department Chair

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Help Desk Technical Support

Telephone number: 1-800-592-8784
Email: tstchelpdesk@tstc.edu
Yahoo IM: [tstchelpdesk](#)

Hours of Operation: 24 hours a day

