HIT Certificate 2
Program Application Packet

Coding & Billing Specialist Online Program

Texas State Technical College
Online Program

Welcome

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

- Coding & Billing Specialist program
  Certificate of Completion
  36 credits, 3 semesters

The curriculum is designed to prepare each graduate to take an entry-level position as a medical coding or billing professional 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, 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.

- o Go to www.tstc.edu/apply and submit a TSTC admissions application.
- o Apply for financial aid by completing an application at www.fafsa.ed.gov
- o 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.
- o Take the TSI.
- o If student is under the age of 22, he/she is required to submit proof of bacterial meningitis vaccination.
- o Speak with an Enrollment Coach for advisement.
- o Contact Sarah Brooks, Program Director, to be assigned program advisor to assist with registration process
- o Submit required documentation to Program Advisor (see list below)
- o Schedule interview with Program Advisor
- o After the interview, the Program Advisor will supply the student with a "Projected Schedule" and register the student.
- o 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.

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

Program Graduation Requirement

To successfully complete the program, all courses must be passed with an 80% or above.

HIT Program Contact Information:

Program Director
Sarah Brooks, RHIA
650 East Highway 80
Abilene, TX 79601
Voice: 325-734-3627
Fax: 325-670-9345

Program Faculty
Jenny Delgado, RHIT
1902 N. Loop 499
Harlingen, TX 78550
Voice: 956-364-4792
Fax: 956-364-5155

Beyda M. Ramirez, RHIT
1902 N. Loop 499
Harlingen, TX 78550
Voice: 956-364-4795
Fax: 956-364-5155

Katrina Stotts, RHIT
650 East Highway 80
Abilene, TX 79601
Voice: 325-734-3639

Help Desk Technical Support

Telephone number: 1-800-592-8784
Email: tstchelpdesk@tstc.edu
Yahoo IM: tstchelpdesk

Hours of Operation: 24 hours a day