



# **MOS Program Application Packet**

## **Medical Office Specialist Online Program**

### **Texas State Technical College Online Program**

Revised September 2024

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  
22 credits, 2 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](http://www.tstc.edu/apply) and submit a TSTC admissions application.
- Apply for financial aid by completing an application at [www.fafsa.ed.gov](http://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.
- 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.

- Set up interview with HIT program advisor

## **Program Graduation Requirement**

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

**HIT Program Contact Information:**

**Program Director**

Sarah Brooks, RHIA  
650 East Highway 80  
Abilene, TX 79601  
Voice: 325-734-3627  
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**Program Faculty**

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**Help Desk Technical Support**

Telephone number: 1-800-592-8784

Email: [tstchelpdesk@tstc.edu](mailto:tstchelpdesk@tstc.edu)

Yahoo IM: [tstchelpdesk](http://tstchelpdesk)

Hours of Operation: 24 hours a day