

Medical Coding Specialist Certificate

Application Process

Website: <http://www.austincc.edu/health/hitt> (512) 223-5700 or toll free (888) 626-1697
Applicants are responsible for checking the Program website for any changes/updates in requirements.

If applying for college credit: complete all of the following.

If applying for continuing education: complete all the following except applying to the college.

Admission to the College

- Gain admission to Austin Community College; follow the instructions/process at <http://www.austincc.edu>
Visit a campus advisor or counselor (Student Services-all campuses) to determine need for ACC assessment testing.
 - Medical Coding certificate requires:
 - Compass placement tests in writing (82), reading (81) and math (39) must be passed OR complete or exempt status on all sections of the TSI requirement.
- NOTE:** Admission to Austin Community College **does not** guarantee admission to the **Medical Coding Program**

START IMMUNIZATIONS NOW!

Applying to the Program:

- Review the Health Information Technology website at www.austincc.edu/health/hitt .
 - Complete the online Medical Coding Health Information Technology Information Session
 - Retain Medical Coding Information Session Completion and Declaratory Form to submit with your application: see <http://www.austincc.edu/health/hitt/infosession.php> . **You must check the box on the form that indicates your program of choice.**
 - Meet with the Department Chair, Norma Mercado, for advising after completing the Information Session. Email for an appointment at nmercado@austincc.edu
 - Complete all program required immunizations. See <http://www.austincc.edu/health/immunizations/php> for information and form.
 - Complete each of the following prerequisites with a minimum grade of “C” or better:
 - Health Data Content (HITT 1301)
 - The Medical Terminology (HITT 1305) must be a 3 credit hour course
 - Anatomy & Physiology (BIOL 2404) must be completed within 5 years of application date or must be repeated. MDCA 1409 will be accepted if it is within 5 years of application date.To gain approval to take the HITT prerequisites you must go to the Health Information Technology website at www.austincc.edu/health/hitt and complete/submit the Student Petition. Please include your name, student ID and which courses you want to take and the semester you want.
 - Submit application by May 25. Program only starts in the fall semester. Submit with application:
 - Immunization documentation
 - Medical Coding Information Session Completion and Declaratory Statement Form
 - Department Chair signature
- Applications will be accepted until class is full. You will be placed on a waiting list if the class is full at the time of your application.

Selection into the Program:

Applicants are selected based on application date.

Credit and CE classes are combined, so you will receive the **same training** and upon successful completion, you will be eligible to sit for the **same certification** exam.

Please note that to be compliant with clinical facility requirements, a mandatory **criminal background check** will be required prior to admission to the Medical Coding Program. As specific timelines must be met, **do not do this until instructed by the program.**

Applications may be submitted to ACC Health Sciences Admissions Office at the Eastview Campus, 3401 Webberville Road, Austin, TX 78702. (Bldg. 8000, Rm. 8356) OR Round Rock Campus 4400 College Park, Round Rock, TX 78665 (Bldg. 3000, Rm. 3105)

Revised 03/09/12