

health information specialist

What skills will I learn?

These courses will provide knowledge and skills that are required of all clerical health care professionals. You will be taught medical terminology, acronyms and abbreviations, and different health insurance plans, such as HMOs, PPOs, Medicare and Medicaid. You will also learn all aspects and procedures of a medical business office, including hands-on training in Medisoft billing software and claims processing along with ICD and CPT Coding.

What jobs can I get?

You will be prepared for entry-level and advanced level positions in hospitals, insurance companies, clinics, doctors' offices and other medical business offices.

How much can I earn?

Income will depend on what area of employment you choose. Entry level base salaries can range from \$26,000 to \$42,000 per year.

When do I attend class?

Day and Evening classes are available.

How long does the course last?

The entire certificate program should take approximately six months.

How do I qualify for admittance?

Students should have a high school diploma or GED. You may qualify for Workforce Investment Act (WIA) or Texas Rehabilitation Commission (TRC) funding if you are laid off, unemployed, underemployed, a single head of household, a dislocated worker, a displaced homemaker or TANF or food stamp recipient. Inquire at your nearest WorkSource office.

Are books included in the course fee?

Books are not included in the cost of the course. Book titles will be provided and books may be purchased at HCC book stores.

Health Information Specialist Certificate Program

Course	Name	Weeks	Hours	CEU's	Tuition/Lab Fee
HITT 1005	Medical Terminology	8	64	6.4	\$ 459.00
MRMT 1009	Medical Office Procedures	8	64	6.4	\$ 459.00
POFM 1027	Medical Billing	8	64	6.4	\$ 459.00
HITT 1013	Medical Coding	8	64	6.4	\$ 459.00
TOTAL			256	25.6	\$ 1,836.00

Optional Courses, not required

HITT 2000	HIPAA	1	8		\$ 125.00
HITT 1013	Medical Coding Review	1	4		\$ 125.00

**New classes starting every other month.
Payment Plans are available**

Classes are available
mornings and evenings!

Call Today

Downtown 713.718.6278

Southeast 713.718.7583

Southwest/Alief 713.718.8235

