



## **Complete Enrollment Guide: Short-Term Healthcare Program (Medical Records & Billing Specialist)**

### **General Overview and Key Requirements**

This guide provides the full requirements for the enrollment process. It is essential that all clearances are secured for the purpose of **"Employment,"** as "Volunteer" status is not acceptable.

#### **Step 1: Online Application at RACC**

The initial step is to submit your application to Reading Area Community College (RACC). you must start by going to the **WebAdvisor Main Menu** (<https://webadvisor.racc.edu/WebAdvisor/WebAdvisor>). Once there, select **"Prospective Students"** and then click on **"Application for Admission."** Be sure to complete all application questions, including your **Social Security Number**. In the financial aid section, select **"No"** as this short-term training program is not eligible for federal aid (FAFSA). The most critical step is the **Program Selection**, where you must indicate your intent by choosing the option: **"9. Complete a short-term healthcare training program"** and then entering **"Medical Records & Billing"** as your major. After submitting the application, you will receive a confirmation receipt, and you must **send a confirmation email to the program** to verify you have completed this step.

#### **Step 2: Obtaining Background Clearances**

**A. Pennsylvania Background Clearance (CHRI - \$22.00):** Access the PA State Police portal at <https://epatch.pa.gov/TandCRce> . Select "Submit a New Record" and then "Individual Request." It is crucial to select **"Employment"** as the reason for the request. Pay the \$22.00 fee and retrieve your final certificate (the one with the watermark seal) by selecting "Check the Status of a Record Check."

**B. Federal FBI Clearance (\$25.25):** First, register for fingerprinting at <https://uenroll.identogo.com/> . Use the code **1KG756**. Select "Schedule or Manage Appointment." Complete your personal information. Finalize and confirm your appointment. Attend the scheduled appointment and pay \$25.25. Your clearance will be sent to you via email after the appointment.

**C. Child Abuse Clearance (\$13.00):** Register or login to <https://www.compass.dhs.pa.gov/cwis> Log in to your COMPASS account. If you don't have one, create an Individual account. Select "Access My Clearances." Choose "Create Clearance Application." Select "**PA Department of Human Services Employment and Training Program**" from the options. Complete all required information. Pay the \$13 fee. You will receive an email notification when the clearance is ready.

### **Step 3: FINAL DOCUMENT CHECKLIST FOR TEC CENTRO BERKS**

Use this checklist to ensure you have all required documentation to finalize your enrollment. Document submission can be completed any weekday at the program office (**450 S. 6th Street, Reading, PA 19602**).

- **Required Identification and Work/Income Documents:**
  - **Valid Photo ID:** A current Pennsylvania Photo ID is required.
  - **Medical Insurance Card:** The physical card must be presented.
  - **Social Security Card:** The physical card must be presented.
  - **High School Diploma or equivalent**
- **Program, Clearance, and Account Requirements:**
  - **Completed RACC Application:** Proof that you completed the application.
  - **PA Background Clearance:** The printed certificate copy with the watermark seal, obtained for "**Employment**" purposes.
  - **Federal FBI Clearance:** The **STAMPED ORIGINAL COPY**.
  - **Child Abuse Clearance:** The printed clearance copy.

### **Step 5: Supplemental Documentation (If Applicable)**

If you are a recipient of **SNAP/Food Stamps** (Supplemental Nutrition Assistance Program), you must bring your **Case Number** to final registration. This document is required to verify your governmental assistance status.