**MEDICAL INFORMATION TECHNOLOGY**

**5107163049**

**Certificate – Medical Receptionist**

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**Program Coordinator: TAMMIE DISCO BOGGS E-mail: TAMMIE.DISCO@KCTCS.EDU Phone: 859-246-6654**

**Program Website:** [**https://bluegrass.kctcs.edu/education-training/program-finder/medical-information-technology.aspx**](https://bluegrass.kctcs.edu/education-training/program-finder/medical-information-technology.aspx)

**Student Name: Student ID:**

***Students need to be at KCTCS placement levels for all courses***

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| **First Semester** | **Credits** | **Term** | **Grade** | **Pre reqs (P)/Co-reqs(C)/Notes** |
| MIT 103 – Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek and Latin | 3 |  |  | MIT 103 is preferred course |
| MIT 217 – Medical Office Procedures | 3 |  |  | OST 110 (P or C) |
| MIT 230 – Medical Information Management | 3 |  |  | Digital Literacy (P or C) |
| OST 105 – Intro. to Information Systems or  CIT 105 Introduction to Computers | 3 |  |  | RDG 020 or Consent of Instructor |
| OST 110 – Document Formatting & Word Processing | 3 |  |  | Must key at least 20 wpm/instructor permission required (OST 101 equivalent skills) & RDG 020. |
| **Total Semester Credit Hours** | **15** |  |  |  |
| **Total Required Hours** | **30** |  |  |  |

***Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College***

**Advisor Name: Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Special Instructions:** |
| \*\* MIT 103 is preferred for the MIT program.  \*\*\* Program approved course list is not exhaustive or all inclusive. Other requests will be reviewed individually. MIT 204, 227, 295 or 106 would be good for this certificate. |

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| **Choose 3 hours from the following program-approved courses listed below:** | **Credit** | **Term** | **Grade** | **Pre\_reqs (P)/ Co-reqs (C)/Notes** |
| MIT 106 Introduction to Medical Transcription | 3 |  |  | Digital literacy; OST 110; ENG 101 or OST 108; (MIT 103, AHS 115 or CLA 131) - (P) |
| MIT 206 Medical Transcription | 3 |  |  | MIT 106 or instructor consent |
| MIT 219 Coding Exam Preparation | 3 |  |  | MIT 204 and 205- (P) |
| MIT 227 Medical Office Software | 3 |  |  | MIT 103; Digital Literacy- (P); MIT 217 – (C) |
| MIT course(s) – any within one program track will apply to another, i.e. MIT 204 & 205 – Medical Coding courses will work as the program courses in the Electronic Medical Records track |  |  |  | Pre-reqs and co-reqs depend on the MIT course |
| ACT 279 Computerized Accounting Systems | 3 |  |  | ACC 201 or ACT 101 & 102 - (P) |
| BAS 120 Personal Finance | 3 |  |  |  |
| BAS 160 Introduction to Business | 3 |  |  |  |
| BAS 212 Introduction to Financial Management | 3 |  |  | MAT 105 or MAT 110 or instructor consent - (P) |
| BAS 267 Introduction to Business Law | 3 |  |  |  |
| BAS/MGT 274 Human Resource Management | 3 |  |  | (BAS 160 & BAS 283) or instructor consent - (P) |
| BAS/MKT 282 Principles of Marketing | 3 |  |  | BAS 160 or instructor consent- (P) |
| BAS/MGT 283 Principles of Management | 3 |  |  | BAS 160 or instructor consent - (P) |
| BAS/MGT 287 Supervisory Management | 3 |  |  |  |
| BAS 288 Personal and Organizational Leadership | 3 |  |  |  |
| ECO 101 Contemporary Economic Issues | 3 |  |  |  |
| ECO 201 Principles of Microeconomics | 3 |  |  |  |
| ECO 202 Principles of Macroeconomics | 3 |  |  |  |
| OST 114 Computerized Financial Management | 3 |  |  | ACT 101 - (P) |
| OST 210 Advanced Word Processing Application | 3 |  |  | OST 110 - (P) |
| OST 225 Introduction to Desktop Publishing | 3 |  |  | (OST 105 & OST 110) - (P) or instructor consent |
| OST 275 Office Management | 3 |  |  | (ENG 101 or OST 108) & OST  110 - (P) |