Medical Information Technology – Medical Transcription Track
Associate in Applied Science Degree

For students enrolled in the Medical Information Technology program in Spring 2019

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

Student Name: **Student ID:**

Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.

First Semester	Credit Hours	Term	Grade	Prerequisites or Corequisites	Notes
MIT 103 Medical Office Terminology OR AHS 115 Med Term OR CLA 131 Med Term Gr Lat	3				MIT 103 is the preferred course.
MIT 104 Medical Insurance	3			Prereq or Coreq: MIT 103	
OST 105 Introduction to Information Systems OR CIT 105 Introduction to Computers	3			Prereq: RDG 020 OR consent of instructor	
OST 110 Document Formatting and Introduction to Word Processing	3			Prereq: RDG 020 and Must key at least 26 wpm	
BIO 135 Basic Anatomy and Physiology with Laboratory OR Both BIO 137 and BIO 139	4			Prereq: See note on back	
Total Semester Credit Hours	**16**				

Second Semester	Cr. Hrs.	Term	Grade	Prerequisites or Corequisites	Notes
MIT 106 Medical Transcription	3			Prereq: OST 105 or CIT 105, ENG 101, MIT 103	Spring only
MIT 217 Medical Office Procedures	3			Prereq or Coreq: OST 110 or CIT 105 or OST 105	
OST 210 Advanced Word Processing	3			Prereq: OST 110	
OST 240 Software Integration OR CIT 130 Productivity Software	3			Prereq: CIT 105 or OST 105	
ENG 101 Writing I	3				
Total Semester Credit Hours	**15**				

Third Semester	Cr. Hrs.	Term	Grade	Prerequisites or Corequisites	Notes
MIT 206 Medical Transcription	3			MIT 106	Fall only
MIT 224 Medical Practice Management	3			Prereq or Coreq: MIT 230, MIT 217 and MIT 104	
MIT 228 Electronic Medical Records	3			Prereq: MIT 217	
MIT 230 Medical Information Management	3			Prereq or Coreq: OST 105 or CIT 105	
OST 235 Business Communications Technology	3			Prereq: ENG 101 and CIT 105 or OST 105	
Courses Approved by Program Coordinator	6				See list on back
Total Semester Credit Hours	**18**				

Fourth Semester	Cr. Hrs.	Term	Grade	Prerequisites or Corequisites	Notes
MIT 295 Medical Information Technology Capstone	3			Prereq: Consent of Program Coordinator	
Heritage or Humanities course	3				
Oral Communications course	3				
MAT 105 Business Math OR MAT 110 Applied Math OR MAT 150 College Algebra OR Higher level Quantitative Reasoning Course	3				MAT 105 is preferred
Social and Behavioral Sciences	3				
Total Semester Credit Hours	**15**				
Total Degree Credit Hours	**64**				

Graduation Requirements:

☐ **25% or more of Total Degree Credit Hours must be earned at BCTC**

☐ **Cumulative GPA must be 2.0 or higher**

Advisor Name _____ **Advisor Contact** _____

Additional Information
MIT Medical Transcription Track is available completely online. A letter grade of C or higher in each course and a cumulative grade point average of 2.0 or better is required for progression in the Medical Information Technology program. Prerequisite for BIO 135 is minimum ACT Composite score 16 (or KCTCS determined equivalency); OR completion with "C" or better of any college biology or chemistry course; OR ACT of 13-15 with corequisite OR supplemental instruction; OR consent of instructor.

Courses Approved by Program Coordinator (Other courses may be approved upon request)			
	Cr. Hrs.	**Prerequisites**	**Notes**
MIT 106 Introduction to Medical Transcription	3	OST 110, ENG 101 and MIT 103	
MIT 206 Medical Transcription	3	MIT 106	
MIT 219 Coding Exam Preparation	3	MIT 204 and MIT 205	
MIT 227 Medical Office Software	3	MIT 103 AND CIT 105 or OST 105, Coreq: MIT 217	
Other MIT course(s)	3-6		Any course within one MIT track will apply to another.
ACT 279 Computerized Accounting Systems	3	ACC 201 OR ACT 101 and 102	
BAS 120 Personal Finance	3		
BAS 160 Introduction to Business	3		Same as MGT 160
BAS 212 Introduction to Financial Management	3	MAT 105 or MAT 110	
BAS 267 Introduction to Business Law	3		Same as MGT 267
BAS 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		
MGT 274 Human Resource Management	3	MGT 283	Same as BAS 274
MGT 283 Principles of Management	3	BAS 160	Same as BAS 283
MKT 282 Principles of Marketing	3	BAS 160	Same as BAS 282
OST 112 Financial Management	3		
OST 210 Advanced Word Processing Application	3	OST 110	
OST 225 Introduction to Desktop Publishing	3	OST 105 and OST 110	
OST 275 Office Management	3		

Embedded Credentials			
Credential	**Title**	**Requirements**	**Total Credit Hours**
Diploma	Medical Records Specialist	BIO 135, ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 228, MIT 230, MIT 295, OST 105 or CIT 105, OST 110, OST 210, OST 235, OST 240 or CIT 130	40
Certificate	Electronic Health Records Specialist	MIT 103, MIT 104, MIT 217, MIT 224, MIT 228, MIT 230, OST 105 or CIT 105, OST 110, OST 240 or CIT 130, Course Approved by Program Coordinator (1-3 cr. hrs.)	28-30
Certificate	Hospital Admissions Specialist	ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 224, MIT 228, MIT 230, OST 105 or CIT 105, OST 110, OST 235	30
Certificate	Medical Receptionist	MIT 103 or AHS 115 or CLA 131, MIT 217, MIT 230, OST 105 or CIT 105, OST 110	15
Certificate	Medical Scribe	BIO 135, ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 106, MIT 217, MIT 228, MIT 230, OST 105 or CIT 105, OST 110	28
Certificate	Medical Transcriptionist	ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 106, MIT 206, MIT 217, OST 110, OST 210, Course Approved by Program Coordinator	24
Certificate	Medical Unit Coordinator	BIO 135, ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 224, MIT 228, MIT 230, OST 105 or CIT 105, OST 110	31

Diploma Requirements:

☐ **25% or more of Total Diploma Credit Hours must be earned at BCTC**

☐ **Cumulative GPA must be 2.0 or higher**

Certificate Requirements:

☐ **25% or more of Total Certificate Credit Hours must be earned at BCTC**

☐ **Grade of C or higher in each course required for certificate**