**Medical Information Technology – Medical Transcriptionist**

**Certificate**

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

**Program Coordinator: Tammie Disco Boggs E-mail:** [**tammie.disco@kctcs.edu**](mailto: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 must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.***

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| **First Semester** | **Credit**  **Hours** | **Term** | **Grade** | **Prerequisites or Corequisites** | **Notes** |
| MIT 103 Medical Office Terminology OR  AHS 115 Medical Terminology OR  CLA 131 Medical Terminology from Greek to Latin | 3 |  |  |  | MIT 103 is the preferred course. |
| MIT 106 Medical Transcription | 3 |  |  | Prereq: OST 105 or CIT 105, ENG 101, MIT 103 | Spring only |
| ENG 101 Writing I | 3 |  |  |  |  |
| OST 110 Document Formatting and Introduction to Word Processing | 3 |  |  | Prereq: RDG 020 and Must key at least 26 wpm |  |
| **Total Semester Credit Hours** | **12** |  |  |  |

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| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites or Corequisites** | **Notes** |
| MIT 206 Medical Transcription | 3 |  |  | MIT 106 | Fall only |
| MIT 217 Medical Office Procedures | 3 |  |  | Prereq or Coreq: OST 110 or CIT 105 or OST 105 |  |
| MIT 228 Electronic Medical Records | 3 |  |  | Prereq: MIT 217 |  |
| Course Approved by Program Coordinator | 3 |  |  |  |  |
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| **Total Semester Credit Hours** | **12** |  |  |  |
| **Total Certificate Credit Hours** | **24** |  |  |  |

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| * **25% or more of Total Certificate Credit Hours must be earned at BCTC** * **Grade of C or higher in each course required for the certificate** |

**Graduation Requirements:**

**Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Additional Information** |
| MIT Medical Transcriptionist is available completely online.  Courses approved by Program Coordinator suggestions – any MIT course, BAS course, OST course, ACC course, CIT course, or AHS course. |