**Medical Information Technology – Medical Administrative Assistant**

**Diploma**

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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 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 |  |
| **Total Semester Credit Hours** | **13** |  |  |  |

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| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites or Corequisites** | **Notes** |
| MIT 217 Medical Office Procedures | 3 |  |  | Prereq or Coreq: OST 110 or CIT 105 or OST 105 |  |
| OST 210 Advanced Word Processing OR  MIT 227 Medical Office Software | 3 |  |  | Prereq for OST 210: OST 110  Prereq for MIT 227: MIT 103, OST 105 or CIT 105, Coreq: MIT 217 |  |
| 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** | **12** |  |  |  |

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| **Third Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites or Corequisites** | **Notes** |
| 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 |  |
| MAT 105 Business Math OR MAT 110 Applied Math OR MAT 150 College Algebra OR Higher level Quantitative Reasoning Course | 3 |  |  |  | MAT 105 is the preferred course |
| **Total Semester Credit Hours** | **12** |  |  |  |

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| **Fourth Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites or Corequisites** | **Notes** |
| MIT 295 Medical Information Technology Capstone | 3 |  |  | Prereq: Consent of Program Coordinator |  |
| ACT 101 Fundamentals of Accounting OR  ACC 201 Financial Accounting | 3 |  |  |  |  |
| Course Approved by Program Coordinator | 3 |  |  |  | See list on back |
| 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** | **13** |  |  |  |
| **Total Diploma Credit Hours** | **49** |  |  |  |

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| * **25% or more of Total Diploma Credit Hours must be earned at BCTC**      * **Cumulative GPA must be 2.0 or higher** |

**Graduation Requirements:**

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

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| **Additional Information** |
| The MIT Medical Administrative Assistant diploma 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. |

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| **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 267 Introduction to Business Law | 3 |  | Same as MGT 267 |
| BAS 287 Supervisory Management | 3 |  |  |
| BAS 288 Personal and Organizational Leadership | 3 |  |  |
| CIT 111 Computer Hardware and Software | 3 | CIT 105 |  |
| 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 |
| NAA 100 Nursing Assistant Skills I | 3 |  |  |
| OST 210 Advanced Word Processing Application | 3 | OST 110 |  |
| OST 275 Office Management | 3 |  |  |

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| **Embedded Credentials** | | | |
| **Credential** | **Title** | **Requirements** | **Total Credit Hours** |
| Certificate | Medical Receptionist | OST 105 or CIT 105, MIT 103 or AHS 115 or CLA 131, MIT 217, MIT 230, OST 110 | 15 |

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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 certificate** |

**Certificate Requirements:**