**Medical Information Technology – Medical Records Specialist**

**Diploma**

****

**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**](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. |
| OST 105 Introduction to Information Systems ORCIT 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** | **13** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites or Corequisites** | **Notes** |
| MIT 104 Medical Insurance | 3 |  |  | Prereq or Coreq: MIT 103 |  |
| 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 ORCIT 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 228 Electronic Medical Records | 3 |  |  | Prereq: MIT 217 |  |
| MIT 230 Medical Information Management | 3 |  |  | Prereq or Coreq: OST 105 or CIT 105 |  |
| MIT 295 Medical Information Technology Capstone | 3 |  |  | Prereq: Consent of Program Coordinator |  |
| OST 235 Business Communications Technology | 3 |  |  | Prereq: ENG 101 and CIT 105 or OST 105 |  |
| **Total Semester Credit Hours** | **12** |  |  |  |
| **Total Diploma Credit Hours** | **40** |  |  |  |

|  |
| --- |
| * **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Additional Information** |
| The MIT Electronic Medical Records Specialist 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.  |

|  |
| --- |
| **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 |

|  |
| --- |
| * **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:**