**Medical Information Technology – Electronic Health Records Specialist**

**Certificate**

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**EFFECTIVE FALL 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 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 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 OR Course approved by the Program Coordinator | 1 – 3 |  |  | Prereq: RDG 020 and Must key at least 26 wpm |  |
| **Total Semester Credit Hours** | **13 – 15** |  |  |  |

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| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites or Corequisites** | **Notes** |
| MIT 224 Medical Practice Management | 3 |  |  | Prereq or Coreq: MIT 230, MIT 217 and MIT 104 |  |
| MIT 227 Medical Office Software | 3 |  |  | Prereq: MIT 103, OST 105 or CIT 105, Coreq: MIT 217 |  |
| MIT 228 Electronic Medical Records | 3 |  |  | Prereq: MIT 217 |  |
| MIT 230 Medical Information Management | 3 |  |  | Prereq or Coreq: OST 105 or CIT 105 |  |
| OST 240 Software Integration | 3 |  |  | Prereq: CIT 105 or OST 105 |  |
| **Total Semester Credit Hours** | **15** |  |  |  |
| **Total Certificate Credit Hours** | **28 – 30** |  |  |  |

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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 Electronic Health Records Specialist is available completely online.  Non-General Education courses older than 5 years will not be accepted without the consent of the Medical Information Technology program coordinator.  Suggested courses approved by Program Coordinator include any MIT course, BAS course, OST course, ACC course, CIT course, or AHS course. MIT 106, MIT 204, MIT 227, and MIT 295 are recommended for this certificate. |