**Medical Information Technology – Medical Administrative Assistant**

**Diploma**

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**EFFECTIVE SPRING 2020**

**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: College level reading or consent of instructor |  |
| OST 110 Word Processing Applications | 3 |  |  | Prereq: College level reading or consent of instructor |  |
| **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 |  |
| MIT 227 Medical Office Software | 3 |  |  | Pre or Coreq. MIT 104; MIT 217 |  |
| OST 240 Advanced Microsoft Applications  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 |  |
| MAT 105 Business Math 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** |
| MIT 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.  Non-General Education courses older than 5 years will not be accepted without the consent of the Medical Information Technology program coordinator.  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:**