**Medical Information Technology – Medical Records Specialist**

**Diploma**

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**EFFECTIVE FALL 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.***

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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. |
| OST 105 Introduction to Information Systems ORCIT 105 Introduction to Computers | 3 |  |  | Prereq: RDG 020 OR consent of instructor |  |
| OST 110 Word Processing Applications | 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** |  |  |  |

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| **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 |  |
| MIT 227 Medical Office Software | 3 |  |  | Prereq: MIT 103, OST 105 or CIT 105, Coreq: MIT 217 |  |
| 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** |  |  |  |

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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 |  |
| 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** |  |  |  |

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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**
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**Graduation Requirements:**

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

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| **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.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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| **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**
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**Certificate Requirements:**