**Medical Information Technology – Hospital Admissions Specialist**

**Certificate**

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**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 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 |  |
| OST 105 Introduction to Information Systems ORCIT 105 Introduction to Computers | 3 |  |  | Prereq: RDG 020 OR consent of instructor |  |
| OST 110 Word Processing Applications OR Course approved by the Program Coordinator | 3 |  |  | Prereq: RDG 020 and Must key at least 26 wpm |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **15**  |  |  |  |

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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 224 Medical Practice Management | 3 |  |  | Prereq or Coreq: MIT 230, MIT 217 and MIT 104 |  |
| 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 |  |
| **Total Semester Credit Hours** | **15** |  |  |  |
| **Total Certificate Credit Hours** | **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**
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**Graduation Requirements:**

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

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| **Additional Information** |
| MIT Hospital Admissions 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. |

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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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* **Grade of C or higher in each course required for certificate**
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**Certificate Requirements:**