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**Medical Information Technology – Medical Administrative Track**

**Associate in Applied Science degree**

**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 preferred. |
| 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 |  |
| 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** | **16** |  |  |  |

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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 or consent of instructor |  |
| OST 210 Advanced Word Processing | 3 |  |  | Prereq: OST 110 |  |
| OST 240 Advanced Microsoft Applications  OR CIT 130 Productivity Software | 3 |  |  | Prereq: CIT 105 or OST 105 |  |
| Course Approved by Program Coordinator | 3 |  |  |  | See list on back |
| 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 224 Medical Practice Management | 3 |  |  | Prereq or Coreq: MIT 230, MIT 217 and MIT 104 |  |
| MIT 227 Medical Office Software | 3 |  |  | Prereq or Coreq. MIT 104 and MIT 217 |  |
| MIT 228 Electronic Medical Records | 3 |  |  | Prereq: MIT 217 |  |
| MIT 230 Medical Information Management | 3 |  |  | Prereq: CIT 105 or OST 105 |  |
| OST 235 Business Communications Technology | 3 |  |  | Prereq: ENG 101 |  |
| ACT 101 Fundamentals of Accounting OR  ACC 201 Financial Accounting | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **18** |  |  |  |

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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 |  |
| Heritage or Humanities course | 3 |  |  |  |  |
| Oral Communications course | 3 |  |  |  |  |
| MAT 105 Business Math OR Higher level Math course | 3 |  |  |  | MAT 105 is preferred |
| Social and Behavioral Sciences | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |
| **Total Degree Credit Hours** | **64** |  |  |  |

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| * **25% or more of Total Degree 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 Medical Administrative Track 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 | Prereq or Coreq MIT 104 and 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 | Certificate option with 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 |  | Certificate option |
| 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** |
| Diploma | Medical Administrative Assistant | ACT 101 or ACC 201, BIO 135, ENG 101, MAT 105 or higher Quantitative Reasoning, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 227, MIT 228, MIT 230, MIT 295, OST 105 or CIT 105, OST 110, , OST 235, OST 240 or CIT 130, Course approved by Program Coordinator | 49 |
| Diploma | Medical Records Specialist | BIO 135, ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 227, MIT 228, MIT 230, MIT 295, OST 105 or CIT 105, OST 110, OST 235, OST 240 or CIT 130 | 40 |
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| Certificate | Electronic Health Records Specialist | MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 224, MIT 228, MIT 227, MIT 230, OST 105 or CIT 105, OST 240 or CIT 130, OST 110 or Course Approved by Program Coordinator (1-3 cr. hrs.) | 28-30 |
| Certificate | Hospital Admissions Specialist | OST 105 or CIT 105, ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 224, MIT 228, MIT 230, OST 110 or Course Approved by Program Coordinator, OST 235 | 30 |
| Certificate | Medical Receptionist | OST 105 or CIT 105, MIT 103 or AHS 115 or CLA 131, MIT 217, MIT 230, OST 110 | 15 |
| Certificate | Medical Unit Coordinator | BIO 135, ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 224, MIT 228, MIT 230, OST 105 or CIT 105, OST 110 or Course Approved by Program Coordinator | 31 |

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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** |

**Diploma Requirements:**

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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** |