Medical Information Technology – Medical Receptionist Certificate

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

Student Name: **Student ID:**

Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.

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 217 Medical Office Procedures	3			Prereq or Coreq: OST 110 or CIT 105 or OST 105	
MIT 230 Medical Information Management	3			Prereq or Coreq: OST 105 or CIT 105	
OST 105 Introduction to Information Systems OR CIT 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	
Total Semester Credit Hours	**15**				
Total Certificate Credit Hours	**15**				

Graduation Requirements: ☐   **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**

Advisor Name _____   **Advisor Contact** _____

Additional Information
MIT Medical Receptionist 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.