[Medical Information Technology – Medical Office Management Track](https://bluegrass.kctcs.edu/education-training/program-finder/medical-information-technology.aspx)

Associate in Applied Science

Coordinator: Tammie Disco Boggs ([tammie.disco@kctcs.edu](mailto:tammie.disco@kctcs.edu)) 859-246-6654

Student Name: Student ID:

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

Semester 1

|  |  |  |  |  |  |
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| Courses | Cr. Hrs. | Term | Grade | Prerequisites | 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: MIT103 |  |
| OST 105 Intro to Information Systems OR  CIT 105 Introduction to Computers | 3 |  |  | Prereq: College level reading or Permission |  |
| OST 110 Word Processing Applications | 3 |  |  | Prereq: College level reading or Permission |  |
| BIO 135 Basic Anatomy and Physiology with Laboratory OR Both BIO 137 and BIO 139 | 4 |  |  | Prereq: See note |  |
| Total Semester Credit Hours | 16 |  |  |  |  |

Semester 2

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| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MIT 217 Medical Office Procedures | 3 |  |  | Prereq or Coreq: OST 110 or CIT 105 or OST 105 or consent of instructor |  |
| MIT 230 Medical Information Management | 3 |  |  | Prereq or Coreq: CIT 105 or OST 105 |  |
| OST 240 Adv Microsoft Applications OR  CIT 130 Productivity Software | 3 |  |  | Prereq: CIT 105 or  OST 105 |  |
| Course Approved by Program Coordinator | 3 |  |  |  | See list |
| ENG 101 Writing I | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |

Semester 3

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| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MIT 224 Medical Practice Management | 3 |  |  | Prereq or Coreq:MIT230,  MIT217 and MIT104 |  |
| MIT 228 Electronic Medical Records | 3 |  |  | Prereq: MIT 217 |  |
| BAS 160 Introduction to Business | 3 |  |  |  |  |
| OST 235 Business Comm Technology | 3 |  |  | Prereq: ENG 101 |  |
| OST 275 Office Management OR  BAS 283 Bus Man | 3 |  |  |  | Same as MGT 283 |
| ACT 101 Fundamentals of Accounting OR  ACC 201 Financial Accounting | 3 |  |  |  |  |
| Total Semester Credit Hours | 18 |  |  |  |  |

Semester 4

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| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MIT 295 Medical Information Technology Capstone | 3 |  |  | Prereq: Consent of Program Coordinator |  |
| Heritage or Humanities course | 3 |  |  |  |  |
| MIT 250 – Legal Issues in Medical Information Management | 3 |  |  |  |  |
| MAT 105 Business Math OR  Higher-level Math course | 3 |  |  |  |  |
| Social and Behavioral Sciences | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |
| Total Degree Credit Hours | 64 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Degree Credit Hours must be earned at BCTC.
* Cumulative GPA must be 2.0 or higher.

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

**Additional Information**

* 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.

**Courses Approved by Program Coordinator (Other courses may be approved upon request)**

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| Course | 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 | MIT204 and MIT205 |  |
| 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 212 Introduction to Financial Management | 3 | MAT105 or MAT110 |  |
| BAS 267 Introduction to Business Law | 3 |  | Same as MGT 267 |
| BAS 287 Supervisory Management | 3 |  |  |
| BAS 288 Personal and Organizational Leadership | 3 |  |  |
| 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 |  | One course Certificate |
| OST 210 Advanced Word Processing Application | 3 | OST 110 |  |
| OST 225 Introduction to Desktop Publishing | 3 | OST105 and OST110 |  |

**Embedded Credentials**

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| Credential | Title | Requirements | Total Cr. Hours |
| Certificate | Electronic Health Records Specialist | MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 224, MIT 227, MIT 228, MIT 230, OST 105 or CIT 105, OST 110 OR Course Approved by Program Coordinator (1-3 cr. hrs.), OST 240 or CIT 130 | 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 |

**Certificate Requirements:**

* 25% or more of Total Certificate Credit Hours must be earned at BCTC.
* Grade of C or higher in each course required for certificate.

*Reviewed by: Tammie Disco Effective Term: Fall 2021*

*Review Date: 03-10-2021*