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

Certificate

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MIT 103 Medical Office Terminology OR  AHS 115 Medical Terminology OR  CLA 131 Medical Term from Greek to Latin | 3 |  |  |  | MIT 103 is the preferred course. |
| MIT 104 Medical Insurance | 3 |  |  | Prereq or Coreq: MIT103 |  |
| MIT 204 Medical Coding | 3 |  |  | Prereq or Coreq: MIT 104 & BIO 135 |  |
| BIO 135 Basic Anatomy and Physiology with Laboratory OR Both BIO 137 and BIO 139 | 4 |  |  | See Note |  |
| Total Semester Credit Hours | 13 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| Course Approved by Program Coordinator OR OST 110 Document Formatting and Introduction to Word Processing | 3 |  |  | Prereq: RDG 020 and Must key at least 26 wpm for OST 110 |  |
| MIT 205 Advanced Medical Coding | 3 |  |  | MIT 204 |  |
| Course Approved by Program Coordinator | 3 |  |  |  |  |
| Total Semester Credit Hours | 9 |  |  |  |  |
| Total Certificate Credit Hours | 22 |  |  |  |  |

**Graduation Requirements:**

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

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

**Additional Information**

* Available completely online.
* The 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.
* Non-General Education courses older than 5 years will not be accepted without the consent of the Medical Information Technology program coordinator.
* Suggested courses approved by Program Coordinator include any MIT course, BAS course, OST course, ACC course, CIT course, or AHS course. See a suggested course list below.

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | 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 ACC 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 |  |  |

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

*Review Date: 03-10-2021*