[Medical Information Technology – Medical Receptionist](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 217 Medical Office Procedures | 3 |  |  | Prereq or Coreq: OST 110 or CIT105 or OST105 |  |
| MIT 230 Medical Information Management | 3 |  |  | Prereq or Coreq: OST 105 or CIT 105 |  |
| OST 105 Intro 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.
* Cumulative GPA must be 2.0 or higher.

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

**Additional Information**

* Available totally online
* Non-General Education courses older than 5 years will not be accepted without the consent of the Medical Information Technology program coordinator.

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

*Review Date: 03-10-2021*