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

Diploma

Coordinator: Tammie Disco Boggs (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 ORAHS 115 Med Term ORCLA 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 ORCIT 105 Introduction to Computers | 3 |  |  | Prereq: College level reading or Permission |  |
| OST 110 Word Processing Applications | 3 |  |  | Prereq: College level reading or Permission |  |
| Total Semester Credit Hours | 13 |  |  |  |  |

Semester 2

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| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MIT 217 Medical Office Procedures | 3 |  |  | Prereq or Coreq: OST110 or CIT 105 or OST 105 |  |
| MIT 230 Medical Information Management | 3 |  |  | Prereq or Coreq: OST 105 or CIT 105 |  |
| OST 240 Adv Microsoft Applications ORCIT 130 Productivity Software | 3 |  |  | Prereq: CIT 105 orOST 105 |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| Total Semester Credit Hours | 12 |  |  |  |  |

Semester 3

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| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MIT 228 Electronic Medical Records | 3 |  |  | Prereq: MIT 217 |  |
| MIT 227 Medical Office Software  | 3 |  |  | Pre or Coreq. MIT 104; MIT 217 |  |
| OST 235 Business Comm Technology | 3 |  |  | Prereq: ENG 101  |  |
| MAT 105 Business Math ORHigher-level Quantitative Reasoning Course | 3 |  |  |  | MAT 105 is the preferred course |
| Total Semester Credit Hours | 12 |  |  |  |  |

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 |  |
| ACT 101 Fundamentals of Accounting ORACC 201 Financial Accounting | 3 |  |  |  |  |
| Course Approved by Program Coordinator | 3 |  |  |  | MIT 224 is preferred See list |
| BIO 135 Basic Anatomy and Physiology with Laboratory ORBoth BIO 137 and BIO 139 | 4 |  |  | Prereq: See note |  |
| Total Semester Credit Hours | 13 |  |  |  |  |
| Total Diploma Credit Hours | 49 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Diploma 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 | MIT 204 and MIT205 |  |
| 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 |  | One course Certificate |
| OST 210 Advanced Word Processing Application  | 3 | OST 110 |  |
| OST 275 Office Management  | 3 |  |  |

**Embedded Credentials**

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| --- | --- | --- | --- |
| Credential | Title | Requirements | Total Cr. Hours |
| Certificate | Medical Receptionist | OST 105 or CIT 105, MIT 103 or AHS 115 or CLA 131, MIT 217, MIT 230, OST 110 | 15 |
| Certificate | XX | Add MIT 224 as Course Appd. to earn certificate for Medical Unit Coordinator, Electronic Health Records Specialist, Hospital Admissions Specialist  | 28-31 |

**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*