Medical Information Technology Certificates: Implemented Fall 2012 (Term 4124)

Student Name: _____ Empl ID: _____

Medical Unit Coordinator		Credits	Semester	Grade
BIO 135	Basic Anatomy and Physiology with Laboratory*	4		
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
MIT 104	Medical Insurance	3		
MIT 217	Medical Office Procedures	3		
MIT 227	Medical Software Applications	3		
MIT 228	Electronic Health Records	3		
MIT 230	Medical Information Management	3		
	Computer Literacy	3		
	Total	**31**		

* Students can fulfill the Biology requirement with both BIO 137 and BIO 139.

Hospital Admissions Specialist		Credits	Semester	Grade
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 235	Business Communications Technology	3		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
MIT 104	Medical Insurance	3		
MIT 217	Medical Office Procedures	3		
MIT 227	Medical Software Applications	3		
MIT 228	Electronic Health Records	3		
MIT 230	Medical Information Management	3		
	Computer Literacy	3		
	Total	**30**		

Medical Receptionist		Credits	Semester	Grade
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
MIT 217	Medical Office Procedures	3		
MIT 230	Medical Information Management	3		
	Computer Literacy	3		
	Total	**18**		

Medical Coding		Credits	Semester	Grade
BIO 135	Basic Anatomy and Physiology with Laboratory*	4		
OST 110	Document Formatting and Word Processing	3		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
MIT 104	Medical Insurance	3		
MIT 204	Medical Coding	3		
MIT 205	Advanced Medical Coding	3		
	Total	**19**		

* Students can fulfill the Biology requirement with both BIO 137 and BIO 139.

Medical Transcriptionist		Credits	Semester	Grade
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 210	Advanced Word Processing	3		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
MIT 106	Introduction to Medical Transcription	3		
MIT 206	Medical Transcription	3		
MIT 217	Medical Office Procedures	3		
	Course Approved by Program Coordinator	3		
	Total	**24**		

Electronic Health Records Specialist		Credits	Semester	Grade
OST 110	Document Formatting and Word Processing	3		
OST 240	Software Integration	3		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
MIT 104	Medical Insurance	3		
MIT 204	Medical Coding	3		
MIT 217	Medical Office Procedures	3		
MIT 227	Medical Software Applications	3		
MIT 228	Electronic Health Records	3		
MIT 230	Medical Information Management	3		
	Computer Literacy	3		
	Total	**30**		

Employment Opportunities in the Medical Information Technology Field:

It is expected that careers in the health care filed will increase over the next 10 years. A good resource for employment trends and salary information is the United States Department of Labor Bureau of Labor Statistics. It is recommended that you view the Occupational Outlook Handbook at their website http://www.bls.gov/ .

Areas of study:

The Medical Information Technology Program offers degree tracks, diplomas, and certificate options. Certificates can typically be completed within two semesters. Diplomas can typically be completed within three semesters. The AAS Degree Tracks can be completed within four semesters.

Length of Program:

The actual time is takes to complete any of the credentials offered in the program depends on the background and needs of each individual student. Most students want to know "How long will it take for me to complete this program?". Some things to consider when determining how long it will take to complete the program includes the following: Do you have any completed or transfer coursework that can be used toward the credential? Do you have any development needs in reading, writing, or math? How many credit hours can you take each semester? All of these are variables in how long it will actually take to complete the program.

Admission Requirements:

This program has no special admission requirements. Please consult SCC's Admissions page for admission information http://www.somerset.kctcs.edu/Admissions .

Coordinator's notes:

All required courses are offered either on-campus and/or online. All courses for the MIT program can be completed online via KYVC.

Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).

For more information:

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This information should not be considered a substitute for the KCTCS catalog. You should always choose classes in cooperation with your faculty advisor to ensure that you meet all degree requirements. You can review the most up to date program information at the KCTCS catalog http://www.kctcs.edu/en/Students/Programs_and_Catalog.aspx .