Medical Information Technology **Diploma-**
Maysville Community & Technical College **Medical Records Specialist**

Program Coordinator: Debra Morris
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Email: debra.morris@kctcs.edu Enrollment Date ___/___/____

Academic Plan Code: 5107164069 **Academic Program Code: 5107167019**

Name: **ID #:**

General Education:

General Education & Support Classes	Credit Hours	Semester Taken/Grade
BIO 135-Basic Anatomy & Physiology with Laboratory*	4	
OST 108- Editing Skills for Office Procedures OR	3	
ENG 101- Writing I	(3)	
*Students can fulfill the Biology requirement with both BIO 137 and BIO		
SUBTOTAL	**7**	

Notes:
1. Required minimum ACT or COMPASS scores

	Math	Reading	Writing
ACT	19	18	18
COMPASS	ALG 31	85	74

Student Scores	Math	Reading	Writing
ACT			
COMPASS			

Technical or Support Courses:

Core Requirements	Credit Hours	Semester Taken/Grade
OST 110- Document Formatting and Word Processing	3	
OST 235- Business Communications Technology	3	
OST 210- Advanced Word Processing Application	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 295- Medical Information Technology Capstone	3	
MIT 230- Medical Information Management	3	
MIT 217- Medical Office Procedures	3	
MIT 227- Medical Office Software	3	
MIT 228- Electronic Medical Record	3	
Computer Literacy	3	
SUBTOTAL	**33**	
TOTAL HOURS		**40**

MT 55-
MT 65-
ARI 10-(Writing)
ARI 20-(Reading)

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).

*****If student has no formal keyboarding training in using the touch method of keying, OST 101 should be added in the first semester.**