Medical Information Technology   **Certificate-**
Maysville Community & Technical College   **Hospital Admissions Clerk**
Program Coordinator: Debra Morris
Contact Information: 606-783-1538 ext. 66316   Office: 105B Location: Rowan Campus

Email: debra.morris@kctcs.edu   Enrollment Date ___/___/____

Academic Plan Code: 5107163029   **Academic Program Code: 5107167019**

Name: **ID #:**

Class Requirements	Credit Hours	Semester Taken/Grade
OST 108- Editing Skills for Office Procedures OR	3	
ENG 101- Writing I	(3)	

OST 110- Document Formatting and Word Processing	3	
OST 235- Business Communications Technology	3	
MIT 230- Medical Information Management	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 Office Software	3	
MIT 228- Electronic Medical Record	3	
Computer Literacy	3	
TOTAL HOURS	**30**	

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			

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.