

**Medical Information Technology Certificates:**

Implemented Spring 2016 (Term 4156)

Student Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_

MIT students are required to earn a "C" or better in all courses.

<b>Medical Unit Coordinator</b>		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 105**	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(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 224	Medical Practice Management	3		
MIT 228	Electronic Health Records	3		
MIT 230	Medical Information Management	3		
<b>Total</b>		<b>31</b>		

<b>Hospital Admissions Specialist</b>		Credits	Semester	Grade
OST 105**	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(3)		
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 224	Medical Practice Management	3		
MIT 228	Electronic Health Records	3		
MIT 230	Medical Information Management	3		
<b>Total</b>		<b>30</b>		

<b>Medical Receptionist</b>		Credits	Semester	Grade
OST 105**	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(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		
<b>Total</b>		<b>15</b>		

<b>Medical Coding</b>		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		
	Course Approve by Program Coordinator	3		
<b>Total</b>		<b>22</b>		

<b>Medical Transcriptionist</b>		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		
	<b>Total</b>	<b>24</b>		

<b>Electronic Health Records Specialist</b>		Credits	Semester	Grade
OST 105**	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 240	Software Integration OR	3		
CIT 130	Productivity Software	(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 224	Medical Practice Management	3		
MIT 228	Electronic Health Records	3		
MIT 230	Medical Information Management	3		
	Course approved by coordinator	1 -3		
	<b>Total</b>	<b>28 - 30</b>		

<b>Medical Scribe</b>		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 105**	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(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 106	Introduction to Medical Transcription	3		
MIT 217	Medical Office Procedures	3		
MIT 228	Electronic Health Records	3		
MIT 230	Medical Information Management	3		
	<b>Total</b>	<b>28</b>		

\*Students can fulfill the Biology requirement with both BIO 137 and BIO 139.  
 \*\*recommended by MIT Program coordinator

### **Employment Opportunities in the Medical Information Technology Field:**

It is expected that careers in the health care field 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 it 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. *Please be aware that space is limited in online sections of BIO 135 due to the lab requirement.*

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](http://www.kctcs.edu/en/Students/Programs_and_Catalog.aspx).