

## Medical Information Technology Diplomas

### Medical Administrative Assistant Diploma

Implemented Spring 2016 (Term 4156).

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

Student Name: \_\_\_\_\_

Empl ID: \_\_\_\_\_

<b>GENERAL EDUCATION REQUIREMENTS (19 HOURS)</b>		Hrs.	Grade	Semester
ENG 101	Writing I OR	3		
OST 108	Editing Skills for the Office Professional	(3)		
BIO 135	Basic Anatomy & Physiology with Laboratory*	4		
<b>Subtotal</b>		<b>7</b>		

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

<b>TECHNICAL COURSES REQUIRED (30 HOURS)</b>		Hrs.	Grade	Semester
ACT 101	Fundamentals of Accounting I OR	3		
ACC 201	Financial Accounting I	(3)		
OST 105**	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 210	Advanced Word Processing Application	3		
OST 213	Business Calc. for the Office Professionals OR	3		
MAT 105	Business Mathematics OR	(3)		
	Higher Quantitative Reasoning Course	(3)		
OST 235	Business Communications Technology	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 and Latin	(3)		
MIT 104	Medical Insurance	3		
MIT 217	Medical Office Procedures	3		
MIT 228	Electronic Medical Records	3		
MIT 230	Medical Information Management	3		
MIT 295	Medical Information Technology Capstone	3		
	Course approved by Program Coordinator	3		
<b>Subtotal</b>		<b>42</b>		
<b>Total</b>		<b>49</b>		

\*\*recommended by MIT program coordinator

**Suggested Course Sequence for completion in 3 semesters:**

**Semester One (16 credit Hours)**

ENG 101  
 BIO 135  
 OST 105\*\* or CIT 105  
 MIT 103  
 MAT 105

**Semester Two (18 credit Hours)**

ACT 101  
 OST 110  
 OST 240\*\* or CIT 130 MIT 104  
 MIT 228  
 MIT 230

**Semester Three (15 credit Hours)**

OST 210  
 MIT 217  
 MIT 295  
 Course approved by Program Coordinator

**Medical Records Specialist Diploma**

Implemented Spring 2016 (Term 4156)

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

Student Name: \_\_\_\_\_

Empl ID: \_\_\_\_\_

<b>GENERAL EDUCATION REQUIREMENTS (7 HOURS)</b>		Hrs.	Grade	Semester
ENG 101	Writing I OR	3		
OST 108	Editing Skills for the Office Professional	(3)		
BIO 135	Basic Anatomy & Physiology with Laboratory*	4		
<b>Subtotal</b>		<b>7</b>		

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

<b>TECHNICAL COURSES REQUIRED (30 HOURS)</b>		Hrs.	Grade	Semester
OST 105**	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 210	Advanced Word Processing Application	3		
OST 235	Business Communications Technology	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 and Latin	(3)		
MIT 217	Medical Office Procedures	3		
MIT 228	Electronic Health Records	3		
MIT 230	Medical Information Management	3		
MIT 295	Medical Information Technology Capstone	3		
<b>Subtotal</b>		<b>30</b>		
<b>Total</b>		<b>37</b>		

\*\*recommended by MIT program coordinator

**Suggested Course Sequence for completion in 3 semesters:****Semester One (16 credit Hours)**

ENG 101  
 BIO 135  
 OST 105\*\* or CIT 105  
 OST 110

**Semester Two (12 credit Hours)**

OST 210  
 OST 235  
 OST 240\*\* or CIT 130  
 MIT 217

**Semester Three (9 credit Hours)**

MIT 228  
 MIT 230  
 MIT 295

### **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 enrollment is limited in online sections of BIO 135.*

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:**

Donna Logan  
606.878.4758  
[donna.logan@kctcs.edu](mailto:donna.logan@kctcs.edu)

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).