

Medical Information Technology

Medical Information Technology Associate in Applied Science

PROGRAM COORDINATOR

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All courses available online!

PROGRAM DETAILS

Medical Information Technology graduates prepare medical records and reports, maintain paper and electronic files, order supplies, perform accounting procedures, work with medical insurance and coding, and receive patients in a variety of health care settings. Students enrolled in the degree or diploma programs are required to do an internship or capstone course. Certificates build toward completion of diploma offerings and, ultimately, diploma offerings build on the degree tracks.

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.

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.

COORDINATOR'S NOTES:

All required courses are offered 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).

MEDICAL INFORMATION TECHNOLOGY CREDENTIALS:

CERTIFICATES:

- Medical Receptionist* (18 credit hours)
- Medical Coding* (22 credit hours)
- Medical Transcriptionist* (24 credit hours)
- Medical Scribe* (28 credit hours)
- Electronic Health Records Specialist* (30 credit hours)
- Hospital Admissions Specialist* (30 credit hrs)
- Medical Unit Coordinator* (31 credit hours)

DIPLOMAS:

- Medical Records Specialist* (37 credit hours)
- Medical Administrative Assistant* (49 credit hours)

ASSOCIATE IN APPLIED SCIENCE DEGREE:

(Available in 5 Tracks)

- Electronic Medical Records Track (64 credit hours)
- Medical Administration Track (64 credit hours)
- Medical Office Management Track (64 credit hours)
- Medical Transcription Track (64 credit hours)
- Medical Coding Track (64 credit hours)

*A Federal Gainful Employment program

Learn more on SCC's website: [someset.kctcs.edu/Academics/Programs of Study/Medical Information](http://someset.kctcs.edu/Academics/Programs_of_Study/Medical_Information)

EMPLOYMENT OPPORTUNITIES:

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/>.

ADDITIONAL INFORMATION:

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.



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somerset.kctcs.edu

REQUIRED COURSES

Medical Information Technology Associate in Applied Science

GENERAL EDUCATION REQUIREMENTS (19 HOURS)		Credit	Grade
MAT 105	Business Math <u>OR</u>	3	_____
MAT 110	Applied Mathematics <u>OR</u>	(3)	_____
MAT 150	College Algebra <u>OR</u>	(3)	_____
	A Higher Level Quantitative Reasoning Course	(3)	_____
ENG 101	Writing I	3	_____
BIO 135	Basic Anatomy & Physiology with Laboratory*	4	_____
	Oral Communications	3	_____
	Heritage/Humanities	3	_____
	Social/Behavioral Sciences	3	_____
	Subtotal	19	

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

TECHNICAL COURSES REQUIRED (30 HOURS)		Credit	Grade
OST 105	Introduction to Information Systems <u>OR</u>	3	_____
CIT 105	Introduction to Computers	(3)	_____
OST 110	Document Formatting and Word Processing	3	_____
OST 240	Software Integration <u>OR</u>	3	_____
CIT 130	Productivity Software	(3)	_____
MIT 103	Medical Office Terminology <u>OR</u>	3	_____
AHS 115	Medical Terminology <u>OR</u>	(3)	_____
CLA 131	Medical Terminology from Greek and Latin	(3)	_____
MIT 104	Medical Insurance	3	_____
MIT 217	Medical Office Procedures	3	_____
MIT 224	Medical Practice Management	3	_____
MIT 228	ElectronicHealth Records	3	_____
MIT 230	Medical Information Management	3	_____
MIT 295	Medical Information Technology Capstone	3	_____
	Subtotal	30	

CHOOSE ONE TRACK FROM BELOW

Medical Administrative Track			Medical Office Management Track		
	Grade			Grade	
ACT 101	Fundamentals of Accounting I <u>OR</u>	3	ACT 101	Fundamentals of Accounting I <u>OR</u>	3
ACC 201	Financial Accounting I	(3)	ACC 201	Financial Accounting I	(3)
OST 210	Advanced Word Processing Application	3	BAS 160	Introduction to Business	3
OST 225	Introduction to Desktop Publishing	3	OST 235	Business Communications Technology	3
OST 235	Business Communications Technology	3	OST 275	Office Management	3
	Course Approved by Program Coordinator	3		Course Approved by Program Coordinator	3
	Subtotal	15		Subtotal	15
Total		64	Total		64

Medical Coding Track			Medical Transcription Track		
	Grade			Grade	
ACT 101	Fundamentals of Accounting I <u>OR</u>	3	MIT 106	Introduction to Medical Transcription	3
ACC 201	Financial Accounting I	(3)	MIT 206	Medical Transcription	3
MIT 204	Medical Coding	3	OST 210	Advanced Word Processing Applications	3
MIT 205	Advanced Medical Coding	3	OST 235	Business Communications Technology	3
OST 235	Business Communications Technology	3		Course Approved by Program Coordinator	3
	Course Approved by Program Coordinator	3		Subtotal	15
	Subtotal	15	Total		64
Total		64			

Electronic Medical Records Track		
	Grade	
ACT 101	Fundamentals of Accounting I <u>OR</u>	3
ACC 201	Financial Accounting I	(3)
OST 210	Advanced Word Processing Application	3
OST 235	Business Communication Technology	3
	Courses Approved by Program Coordinator	6
	Subtotal	15
Total		64

All courses are available online!

Suggested Course Sequence:

Class	(Alternative)	Credit
SEMESTER ONE (18 HOURS)		
ENG 101	(_____)	_____
MAT 110	(_____)	_____
MIT 103	(_____)	_____
OST 110	(_____)	_____
Oral Communications	(_____)	_____
OST 105 or CIT 105	(_____)	_____

SEMESTER TWO (16 HOURS)

BIO 135	(_____)	_____
MIT 104	(_____)	_____
MIT 230	(_____)	_____
Social/Behavior Science	(_____)	_____
Heritage/Humanities	(_____)	_____

SEMESTER THREE (15 HOURS)

MIT 217	(_____)	_____
MIT 224	(_____)	_____
OST 240 or CIT 130	(_____)	_____
Course from Track Selected		_____
Course from Track Selected		_____

SEMESTER FOUR (15 HOURS)

MIT 228	(_____)	_____
MIT 295	(_____)	_____
Course from Track Selected		_____
Course from Track Selected**		_____
Course approved by Coordinator		_____
Course approved by Coordinator***		_____

**Omit for Elect. Med. Records Track

***Only for Elect. Med. Records Track

TOTAL HOURS FOR PROGRAM – 64

Program Coordinator
contact information:
donna.logan@kctcs.edu
(606) 878-4758

STUDENT _____ ID NO. _____ DATE _____

SIGNATURE _____ ADVISOR _____