Medical Information Technology

Competencies

General Education Competencies:

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including
- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including
- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Technical Competencies/Learning Outcomes:

1. Demonstrate knowledge of business English communication skills.
2. Demonstrate knowledge of basic medical terminology and human anatomy and physiology.
3. Operate a computer using various computer application programs.
4. Demonstrate knowledge of basic medical insurance coding terminology and procedures.
5. Demonstrate knowledge and basic skill of an electronic medical/health record
6. Demonstrate knowledge of medical ethics and confidentiality in the medical office.

Medical Administrative Track:

1. Demonstrate basic accounting skills.
2. Use page composition software to create and publish documents.
3. Compose written, oral, and electronic business communications.

Medical Coding Track:

1. Demonstrate basic accounting skills.
2. Identify and properly use nationally recognized medical coding systems.
3. Identify and properly use additional (advanced) coding rules pertaining to various coding systems.

Electronic Medical Records Track:

1. Demonstrate basic accounting skills.
2. Identify and apply rules and regulations of medical filing systems and procedures.
3. Use medical software to import patient data and information.
4. Demonstrate basic understanding of networks, passwords, and security risks.

Medical Office Management Track:

1. Demonstrate basic accounting skills.
2. Demonstrate basic office management skills.
3. Compose written, oral and electronic business communications.
4. Demonstrate basic knowledge of business best practices.

Medical Transcription Track:

1. Apply advanced concepts to the transcription of medical documents.
2. Demonstrate advanced medical transcription skills in a lab setting.

3. Use advanced Word Processing skills to complete medical documents.

Diploma
Program Title: Medical Information Technology
General Education Competencies:

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A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including
- inquiry and analysis
- critical and creative thinking
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- quantitative literacy
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- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Medical Administrative Assistant:

1. Demonstrate knowledge of basic medical terminology and human anatomy and physiology.
2. Demonstrate knowledge of business English communication skills.
3. Demonstrate basic accounting skills.
4. Key and format business letter, memos, reports, and tables.
5. Organize, analyze, and make information useful by employing mathematics.
6. Compose written, oral and electronic business communications.
7. Apply record management skills to store and retrieve records.
8. Use a computer system to produce accurate documents in a specified amount of time.
9. Use current software including operating systems, database, spreadsheet, word processing, presentation, voice recognition, and telecommunications.
10. Demonstrate knowledge of basic medical insurance coding terminology and procedures.
11. Demonstrate knowledge and basic skill of the electronic medical/health record.
12. Demonstrate an understanding of office technology concepts and applications.
13. Operate a computer using various computer application programs.

Medical Records Specialist:

1. Demonstrate knowledge of basic medical terminology and human anatomy and physiology.
2. Demonstrate knowledge of business English communications skills.
3. Use a computer system to produce accurate documents in a specified amount of time.
4. Compose written, oral, and electronic business communications.
5. Key and format business letters, memos, reports, and tables.
6. Use current software including operating systems, database, spreadsheet, word processing, presentation, voice recognition, and telecommunications.
7. Demonstrate knowledge of basic medical insurance coding terminology and procedures.
8. Identify and apply rules and regulations of medical filing systems and procedures.
9. Demonstrate and understanding of office technology concepts and applications.
10. Operate a computer using various computer application programs.

Certificate
Program Title: Medical Information Technology

Medical Unit Coordinator:

1. Demonstrate knowledge of basic medical terminology and human anatomy and physiology.
2. Demonstrate knowledge of business English communications skills.
3. Use a computer system to produce accurate documents in a specified amount of time.

4. Apply record management skills to store and retrieve records.
5. Demonstrate knowledge of basic medical terminology and human anatomy and physiology.
6. Demonstrate knowledge of basic medical insurance coding terminology and procedures.
7. Demonstrate knowledge and basic skill of the electronic medical/health record.
8. Demonstrate and understanding of office technology concepts and applications.
9. Operate a computer using various application programs.

Hospital Admissions Clerk:
1. Demonstrate knowledge of business English communications skills.
2. Use a computer system to produce accurate documents in a specified amount of time.
3. Compose written, oral, and electronic business communications.
4. Apply record management skills to store and retrieve records.
5. Demonstrate knowledge of basic medical terminology.
6. Demonstrate knowledge of basic medical insurance coding terminology and procedures.
7. Demonstrate an understanding of office technology concepts and applications.
8. Operate a computer using various computer application programs.

Medical Receptionist:
1. Demonstrate knowledge of business English communications skills.
2. Use a computer system to produce accurate documents in a specified amount of time.
3. Apply record management skills to store and retrieve records.
4. Demonstrate knowledge of basic medical terminology.
5. Demonstrate and understanding of office technology concepts and applications.
6. Operate a computer using various computer application programs.

Electronic Health Records Specialist:
1. Demonstrate knowledge of the practices and procedures of current office concepts with emphasis given to the electronic office.
2. Use appropriate techniques and procedures in the management of records within an office setting.
3. Identify and apply rules and regulations of medical filing systems and procedures using manual and electronic filing systems.
4. Use a computer system to produce accurate documents in a specified amount of time.
5. Exhibit effective human relations skills, initiative, and professional attitude.

Medical Coding:
1. Discuss legal and ethical considerations in a medical setting.
2. Identify and properly use nationally recognized medical coding systems.
3. Explain and apply various types of medical insurance programs.
4. Explain and properly use the special terms, marks, abbreviations, and symbols found in a medical setting.
5. Demonstrate an understanding of quality movement concepts and the impact on office interaction and patient services.

Medical Transcriptionist:
1. Demonstrate keyboarding speed and accuracy with a minimum rate of 60 nwpm.
2. Identify root word, suffixes, and prefixes for medical terms.
3. Demonstrate spelling mastery of terms relating to the skin and following systems: skeletal, muscular, blood and lymph nodes, cardiovascular, respiratory, digestive urinary, nervous, endocrine, reproductive, eyes, ears, and pharmacological.
4. Demonstrate competency of transcription equipment operation.

Outline:

Associate in Applied Science

General Education:

MAT	105	Business Math OR	3
MAT	110	Applied Mathematics OR	(3)
MAT	150	College Algebra OR	(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 Core:

OST	105	Introduction to Information Systems OR	3
CIT	105	Introduction to Computers	(3)
OST	110	Document Formatting and Word Processing	3
MIT	230	Medical Information Management	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	295	Medical Information Technology Capstone	3
MIT	227	Medical Office Software	3
		Subtotal	**30**

Medical Administrative Track

ACT	101	Fundamentals of Accounting I OR	3
ACC	201	Financial Accounting I	(3)
OST	225	Introduction to Desktop Publishing	3
OST	235	Business Communications Technology	3
OST	210	Advanced Word Processing Application	3
		Course Approved by Program Coordinator	3
		Subtotal	**15**
		Total	**64**

Medical Coding Track

ACT	101	Fundamentals of Accounting I OR	3
ACC	201	Financial Accounting I	(3)
MIT	204	Medical Coding	3
MIT	205	Advanced Medical Coding	3
OST	235	Business Communications Technology	3
		Courses Approved by Program Coordinator	3
		Subtotal	**15**
		Total	**64**

Electronic Medical Records Track

ACT	101	Fundamentals of Accounting I OR	3
ACC	201	Financial Accounting I	(3)
OST	210	Advanced Word Processing Application	3
CIT	170	Database Design Fundamentals	3
		Courses Approved by Program Coordinator	6
		Subtotal	**15**
		Total	**64**

Medical Office Management Track

ACT	101	Fundamentals of Accounting I OR	3
ACC	201	Financial Accounting I	(3)
OST	235	Business Communications Technology	3
BAS	160	Introduction to Business	3
OST	275	Office Management	3
		Course Approved by Program Coordinator	3

		Subtotal	**15**
		Total	**64**

Medical Transcription Track

MIT	106	Introduction to Medical Transcription	3
MIT	206	Medical Transcription	3
OST	210	Advanced Word Processing Application	3
OST	235	Business Communications Technology	3
		Course Approved by Program Coordinator	3
		Subtotal	**15**
		Total	**64**

Diplomas:
Medical Administrative Assistant

General Education

BIO	135	Basic Anatomy and Physiology with Laboratory*	4
OST	108	Editing Skills for Office Professionals OR	3
ENG	101	Writing I	(3)
		Subtotal	**7**

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

Technical or Support Courses

ACT	101	Fundamentals of Accounting I OR	3
ACC	201	Financial Accounting I	(3)
OST	110	Document Formatting and Word Processing	3
OST	213	Business Calculation for Office Professionals OR	3
MAT	105	Business Mathematics OR	(3)
		Higher Quantitative Reasoning course	(3)
OST	235	Business Communications Technology	3
MIT	230	Medical Information Management	3
OST	210	Advanced Word Processing Application	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	295	Medical Information Technology Capstone	3
MIT	104	Medical Insurance	3
MIT	217	Medical Office Procedures	3
MIT	227	Medical Office Software	3
OST	105	Introduction to Information Systems OR	3
CIT	105	Introduction to Computers	(3)
		Course Approved by Program Coordinator	3
		Subtotal	**42**
		Total	**49**

Medical Records Specialist

General Education/Applied Academics

BIO	135	Basic Anatomy and Physiology with Laboratory OR	4
OST	108	Editing Skills for Office Professional OR	3
ENG	101	Writing I	(3)
		Subtotal	**7**

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

Technical or Support Courses

OST	105	Introduction to Information Systems OR	3
CIT	105	Introduction to Computers	(3)

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 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	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
		Subtotal	**33**
		Total	**40**

Certificates:
Medical Unit Coordinator

OST	105	Introduction to Information Systems OR	3
CIT	105	Introduction to Computers	(3)
BIO	135	Basic Anatomy and Physiology with Laboratory*	4
OST	108	Editing Skills for Office Professionals OR	3
ENG	101	Writing I	(3)
OST	110	Document Formatting and Word Processing	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 Records	3
		Total	**31**

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

Hospital Admissions Specialist

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	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 Records	3
		Total	**30**

Medical Receptionist

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
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	217	Medical Office Procedures	3
		Total	**18**

Medical Coding

OST	110	Document Formatting and Word Processing	3
BIO	135	Basic Anatomy & Physiology with Lab*	4
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
		Total	**19**

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

Medical Transcriptionist

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 Applications	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
		Total	**24**

Electronic Health Records Specialist

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
OST	110	Document Formatting and Word Processing	3
MIT	217	Medical Office Procedures	3
MIT	227	Medical Office Software	3
MIT	228	Electronic Medical Records	3
MIT	230	Medical Information Management	3
OST	240	Software Integration OR	3
CIT	130	Productivity Software	(3)
OST	105	Introduction to Information Systems OR	3
CIT	105	Introduction to Computers	(3)
		Course Approved by Program Coordinator	1-3
		Total	**28-30**

Dates of Actions:

Approved: May 1999

Revised: May 2002, August 2003, December 2006, December 2011, December 2012