

___ Medical Unit Coordinator 31 credit hours

___ Medical Coding 22 credit hours

___ Hospital Admissions Specialist 30 credit hours

___ Electronic Health Records Specialist 28-30 credit hours

___ Medical Receptionist 15 credit hours

___ Medical Transcriptionist 24 credit hours

___ Medical Scribe 29 credit hours

Program Coordinator: Tammie Disco Boggs 859-246-6654 email: tammie.disco@kctcs.edu

Student Name: _____ Empl ID# _____

Students must complete coursework with "C" or better.

___ Medical Unit Coordinator (31 credits)

Course Required	Hrs	Grade	Semester
BIO 135 Basic Anatomy and Physiology with lab* (<i>*Students may fulfill biology requirement with both BIO 137 & BIO 139.</i>)	4		
ENG 101 Writing I or OST 108 Editing Skills for Office Professionals	3		
CIT 105 Introduction to Computers or OST 105 Introduction to Information Systems	3		
OST 110 Document Formatting & Word Processing	3		
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or 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 Electronic Medical Records	3		
MIT 230 Medical Information Management	3		

___ Hospital Admissions Specialist (30 credits)

Courses Required	Hrs	Grade	Semester
ENG 101 Writing I or OST 108 Editing Skills for Office Professionals	3		
CIT 105 Introduction to Computers or OST 105 Introduction to Information Systems	3		
OST 110 Document Formatting & Word Processing	3		
OST 235 Business Communications Technology	3		
MIT 103 Medical Office Terminology or AHS 115 Med Terminology or 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 Electronic Medical Records	3		
MIT 230 Medical Information Management	3		

___ Medical Receptionist (15 credits)

Courses Required	Hrs	Grade	Semester
CIT 105 Introduction to Computers or OST 105 Introduction to Information Systems	3		
OST 110 Document Formatting & Word Processing	3		
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek and Latin	3		
MIT 217 Medical Office Procedures	3		
MIT 230 Medical Information Management	3		

_____Medical Coding (22 credits)

Courses Required	Hrs	Grade	Semester
BIO 135 Basic Anatomy and Physiology with lab* (<i>*Students may fulfill biology requirement with both BIO 137 & BIO 139.</i>)	4		
OST 110 Document Formatting & Word Processing or Course Appd.by Program Coordinator	3		
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek and Latin	3		
MIT 104 Medical Insurance	3		
MIT 204 Medical Coding	3		
MIT 205 Advanced Medical Coding	3		
Course Approved by the Program Coordinator	3		

_____Electronic Health Records Specialist (28-30 credits)

Courses Required	Hrs	Grade	Semester
CIT 105 Introduction to Computers or OST 105 Introduction to Information Systems	3		
OST 110 Document Formatting & Word Processing	3		
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or 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 Electronic Medical Records	3		
MIT 230 Medical Information Management	3		
OST 240 Software Integration (if OST 105 taken) or CIT 130 Productivity Software (if CIT 105 taken)	3		
Course Approved by Program Coordinator	1-3		

_____Medical Scribe (28 credits)

Courses Required	Hrs	Grade	Semester
CIT 105 Introduction to Computers or OST 105 Introduction to Information Systems	3		
BIO 135 Basic Anatomy and Physiology with Lab	4		
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek and Latin	3		
ENG 101 Writing I OR OST 108 Editing Skills for Office Professionals	3		
OST 110 Document Formatting and Word Processing	3		
MIT 106 Medical Transcription	3		
MIT 217 Medical Office Procedures	3		
MIT 228 Electronic Medical Records	3		
MIT 230 Medical Information Management	3		

_____Medical Transcriptionist (24 credits)

Courses Required	Hrs	Grade	Semester
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek and Latin	3		
ENG 101 Writing I OR OST 108 Editing Skills for Office Professionals	3		
OST 110 Document Formatting and Word Processing	3		
OST 210 Advanced Word Processing Applications	3		
MIT 106 Medical Transcription	3		
MIT 206 Medical Transcription	3		
MIT 217 Medical Office Procedures	3		
MIT 230 Medical Information Management	3		