

**Bluegrass Community and Technical College
Medical Information Technology Certificates**

Student Name: _____ Empl ID# _____

MIT credential-seeking students must receive a grade of "C" or better in each required course.

Medical Unit Coordinator - 5107163019 (31 credits)

Courses Required	Hrs.	Grade	Semester
BIO 135 Basic Anatomy and Physiology with lab* (<i>*Students can fulfill Biology requirement with both BIO 137 with lab & BIO 139 with lab.</i>)	4		
ENG 101 Writing I or OST 108 Editing Skills for Office Professionals	3		
OST 105 Introduction to Information Systems or CIT 105 Introduction to Computers	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 - 5107163029 (30 credits)

Courses Required	Hrs.	Grade	Semester
ENG 101 Writing I or OST 108 Editing Skills for Office Professionals	3		
OST 105 Introduction to Information Systems or CIT 105 Introduction to Computers	3		
OST 110 Document Formatting & Word Processing	3		
OST 235 Business Communications Technology	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		

Medical Receptionist - 5107163110 (12 credits)

Courses Required	Hrs.	Grade	Semester
OST 105 Introduction to Information Systems or CIT 105 Introduction to Computers	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		

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Updated Spring 2016 by L. Madison, Coordinator

Medical Coding - 5107163079 (22 credits)

Courses Required	Hrs.	Grade	Semester
BIO 135 Basic Anatomy and Physiology with Lab* (<i>*Students can fulfill the Biology requirement with both BIO 137 with lab & BIO 139 with lab.</i>)	4		
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 204 Medical Coding	3		
MIT 205 Advanced Medical Coding	3		
Elective Course Approved by Program Coordinator	3		

Medical Transcriptionist - 5107163089 (24 credits)

Courses Required	Hrs.	Grade	Semester
ENG 101 Writing I or OST 108 Editing Skills for Office Professionals	3		
OST 110 Document Formatting & Word Processing	3		
OST 210 Advanced Word Processing Applications	3		
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek and 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		

Electronic Health Records Specialist - 5107163069 (28-30 credits)

Courses Required	Hrs.	Grade	Semester
OST 105 Introduction to Information Systems or CIT 105 Introduction to Computers	3		
OST 110 Document Formatting & Word Processing	3		
OST 240 Software Integration (<i>OST 105 is the prerequisite for OST 240</i>) or CIT 130 Productivity Software (<i>CIT 105 is the prerequisite for CIT 130</i>)	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		
Course Approved by Program Coordinator	1-3		

Medical Scribe - 5107163099 (28 credits)

Courses Required	Hrs.	Grade	Semester
BIO 135 Basic Anatomy and Physiology with Lab (<i>students can fulfill the Biology requirement with both BIO 137 with lab and BIO 139 with lab.</i>)	4		
ENG 101 Writing I or OST 108 Editing Skills for Office Professionals	3		
OST 105 Introduction to Information Systems or CIT 105 Introduction to Computers	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 106 Introduction to Medical Transcription	3		
MIT 217 Medical Office Procedures	3		
MIT 228 Electronic Medical Records	3		
MIT 230 Medical Information Management	3		

