

Name of Degree/Diploma or Certificate	Certificate in Medical Information Technology – Hospital Admissions Specialist		
Coordinator Contact Information	Name	Sharon Breeding	
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Assistant Dean Contact Information	Name	Jenny Jones	
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Recommended Sequencing		Courses	Date Complete
	Prior to Start*	Students must be ready to enroll in college-level courses.	
	First Year, Fall	<ul style="list-style-type: none"> • OST 105 – Intro. To Information Systems • OST 108 – Editing Skills for Office Professional or ENG 101 – Writing I • MIT 103 or AHS 115 or CLA 131 – Medical Terminology • OST 110 – Document Formatting and Word Processing • MIT 104 – Medical Insurance 	
Notes & Additional Information**	First Year, Spring	<ul style="list-style-type: none"> • MIT 230 – Medical Information Management • MIT 217 – Medical Office Procedures • MIT 227 – Medical Office Software • MIT 228 - Electronic Medical Records • OST 235 – Business Communications Technology 	

*The following ACT/COMPASS scores are required to complete the OST curriculum in two years:

		Math	Reading	Writing
Office Systems Technology		29	69	47
Scores for all OST Programs except those listed below	D			
		25	62	32
Data Entry Operator	C			
Receptionist	C			