

<b>Name of Degree/Diploma or Certificate</b>	<b>Certificate in Medical Information Technology – Medical Receptionist</b>		
<b>Coordinator Contact Information</b>	Name	Sharon Breeding	
	Office	Regency Campus, Room 103, Lexington, KY	
	Office Phone	859-246-6812	
	Email	SharonK.Breeding@kctcs.edu	
<b>Assistant Dean Contact Information</b>	Name	Jenny Jones	
	Office	Regency Campus, Room 115, Lexington, KY	
	Office Phone	859-246-6653	
	Email	Jenny.Jones@kctcs.edu	
<b>Recommended Sequencing</b>		<b>Courses</b>	<b>Date Complete</b>
	<b>Prior to Start*</b>	<b>Students must be ready to enroll in college-level courses.</b>	
	<b>First Year, Fall</b>	<ul style="list-style-type: none"> <li>• <b>OST 105</b> – Intro. To Information Systems</li> <li>• <b>OST 108</b> – Editing Skills for Office Professional <b>or</b> <b>ENG 101</b> – Writing I</li> <li>• <b>MIT 103 or AHS 115 or CLA 131</b> – Medical Terminology</li> <li>• <b>OST 110</b> – Document Formatting and Word Processing</li> </ul>	
<b>Notes &amp; Additional Information**</b>	<b>First Year, Spring</b>	<ul style="list-style-type: none"> <li>• <b>MIT 230</b> – Medical Information Management</li> <li>• <b>MIT 217</b> – Medical Office Procedures</li> </ul>	

\*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			