Name of Degree/Diploma or Certificate	**Associate of Science Degree in Medical Information Technology - Medical Records Option**		
Coordinator Contact Information	Name	Sharon Breeding	
	Office	Regency Campus	
	Office Phone	859-246-6812	
	Email	Sharonk.breeding@kctcs.edu	
Assistant Dean Contact Information	Name	Jenny Jones	
	Office	Regency Campus, Room 115, Lexington, KY	
	Office Phone	859-246-6653	
	Email	Jenny.Jones@kctcs.edu	

		Courses	**Date Complete**
Recommended Sequencing	**Prior to Start***	**Students must be ready to enroll in college-level courses.**	
	First Year, Fall	- OST 105 – Intro to Information Systems - ENG 101 Writing I - MT 105 Business Mathematics - OST 110 Document Formatting and Word Processing - OST 103 Medical Terminology	
	First Year, Spring	- Science (BIO 130, or 135, or 137/139) - OST 104 Intro. To Medical Insurance - OST 210 Advanced Word Processing - OST 230 Medical Records and Data Management - ENG 102 Writing II	
	First Year, Summer	- OST 215 Office Procedures or OST 217 Medical Office Procedures - Course Approved by Coordinator	
	Second Year, Fall	- ACT 101 Fundamentals of Accounting - OST 240 Software Integration - PSY 110 or SOC 101 Psychology or Sociology - OST 106 Intro. To Medical Transcription	
	Second Year, Spring	- Heritage/Humanities/Foreign Language - Oral Communications - OST 227 Medical Office Software - OST 295 Internship	

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

Math   Reading   Writing

Office Systems Technology 29 69 47