

# Program Requirements

## General Education

|   |           |
|---|-----------|
| ENG 101 Writing I.....                            | 3         |
| MAT 105 Business Mathematics .....                | 3         |
| OR MAT 110 Applied Mathematics .....              | (3)       |
| OR Higher Level Mathematics .....                 | (3)       |
| Heritage or Humanities Course.....                | 3         |
| Oral Communications Course.....                   | 3         |
| BIO 135 Basic Anatomy and Physiology .....        | 4         |
| OR BIO 137 and BIO 139 .....                      | (8)       |
| Social/Behavioral Science Course.....             | 3         |
| <b>Total General Education Credit Hours .....</b> | <b>19</b> |

## Technical Core

|   |           |
|---|-----------|
| Computer/Digital Literacy (OST 105 preferred).....                | 3         |
| OST 110 Document Formatting<br>and Intro to Word Processing ..... | 3         |
| MIT 103 Medical Office Terminology .....                          | 3         |
| OR AHS 115 OR CLA131 .....  | (3)       |
| MIT 104 Medical Insurance .....                                   | 3         |
| OST 240 Software Integration.....                                 | 3         |
| OR CIT 130 Microcomputer Applications.....                        | (3)       |
| MIT 217 Medical Office Procedures.....                            | 3         |
| MIT 227 Medical Office Software .....                             | 3         |
| MIT 228 Electronic Medical Records .....                          | 3         |
| MIT 230 Medical Information Management .....                      | 3         |
| MIT 295 Medical Information Technology Capstone.                  | 3         |
| <b>Total Technical Core Credit Hours .....</b>                    | <b>30</b> |

# Contact Us

The Medical Information Technology program is an integrated curriculum that prepares graduates at the certificate, diploma, and associate degree levels.

It is offered at the Danville and Newtown campuses, and all courses are available online if preferred.

Medical Information Technology graduates prepare medical records and reports, maintain paper and electronic files, order supplies, perform accounting procedures, work with medical insurance and coding, and receive patients in a variety of healthcare settings.

## MIT Faculty

**Sharon Breeding** .....sharonk.breeding@kctcs.edu  
**Tamarra Disco-Boggs** ....tammie.disco@kctcs.edu  
**Lynn Madison**.....lynn.madison@kctcs.edu  
**Susan Shear**.....susan.shear@kctcs.edu



**Bluegrass Community and Technical College**  
 Website: bluegrass.kctcs.edu  
 Phone: 859.246.6200

BCTC is an equal opportunity employer and education institution.

# Medical Information Technology

Associate in Applied Science Degree



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

# Associate in Applied Science Degree Medical Information Technology

## Medical Administrative Track

|   |           |
|---|-----------|
| ACT 101 Fundamentals of Accounting I.....             | 3         |
| OR ACC 201 Financial Accounting I.....                | (3)       |
| OST 210 Advanced Word Processing Applications .....   | 3         |
| OST 225 Introduction to Desktop Publishing.....       | 3         |
| OST 235 Business Communications Technology.....       | 3         |
| Elective Course approved by Program Coordinator ..... | 3         |
| <b>Total Track Credit Hours .....</b>                 | <b>15</b> |

## Medical Coding Track

|   |           |
|---|-----------|
| ACT 101 Fundamentals of Accounting I.....             | 3         |
| OR ACC 201 Financial Accounting I.....                | (3)       |
| MIT 204 Medical Coding.....                           | 3         |
| MIT 205 Advanced Medical Coding .....                 | 3         |
| OST 235 Business Communications Technology.....       | 3         |
| Elective Course approved by Program Coordinator ..... | 3         |
| <b>Total Track Credit Hours .....</b>                 | <b>15</b> |



## Electronic Medical Records Track

|   |           |
|---|-----------|
| ACT 101 Fundamentals of Accounting I.....             | 3         |
| OR ACC 201 Financial Accounting I.....                | (3)       |
| CIT 170 Database Design Fundamentals.....             | 3         |
| <i>(may substitute OST 160)</i>                       |           |
| OST 210 Advanced Word Processing Applications .....   | 3         |
| OST 235 Business Communications Technology.....       | 3         |
| Elective Course #1 approved by Program Coordinator... | 3         |
| Elective Course #2 approved by Program Coordinator... | 3         |
| <b>Total Track Credit Hours .....</b>                 | <b>15</b> |

## Medical Transcription Track

|   |           |
|---|-----------|
| MIT 106 Introduction to Medical Transcription.....    | 3         |
| MIT 206 Medical Transcription .....                   | 3         |
| OST 210 Advanced Word Processing Applications .....   | 3         |
| OST 235 Business Communications Technology.....       | 3         |
| Elective Course approved by Program Coordinator ..... | 3         |
| <b>Total Track Credit Hours .....</b>                 | <b>15</b> |

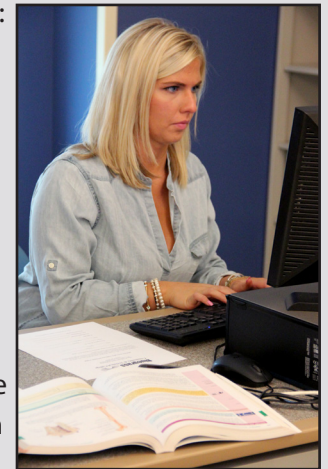
## Medical Office Management Track

|   |           |
|---|-----------|
| ACT 101 Fundamentals of Accounting I.....             | 3         |
| OR ACC 201 Financial Accounting I.....                | (3)       |
| OST 235 Business Communications Technology.....       | 3         |
| BAS 160 Introduction to Business .....                | 3         |
| OST 275 Office Management.....                        | 3         |
| Elective Course approved by Program Coordinator ..... | 3         |
| <b>Total Track Credit Hours .....</b>                 | <b>15</b> |

## AAS Degree Requirements

To complete the Associate in Applied Science (AAS) Degree, a student must complete the following requirements: the Technical Core, General Education requirements, and one Track.

Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each required course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).



*Disclaimer: Requirements may change. Consult the current KCTCS catalog.*

