



MEDICAL INFORMATION TECHNOLOGY
5107163079
Certificate - Medical Coding

Program Coordinator: TAMMIE DISCO BOGGS **E-mail:** TAMMIE.DISCO@KCTCS.EDU **Phone:** 859-246-6654

Program Website: <https://bluegrass.kctcs.edu/education-training/program-finder/medical-information-technology.aspx>

Student Name:

Student ID:

Students need to be at KCTCS placement levels for all courses

First Semester	Credits	Term	Grade	Pre reqs (P)/Co-reqs(C)/Notes
MIT 103 – Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek and Latin	3			MIT 103 is preferred course
MIT 104 – Medical Insurance	3			MIT 103 (P or C)
MIT 204 – Medical Coding*****	3			MIT 104; BIO 135 (P or C)
BIO 135 – Basic Anatomy & Physiology with Lab or BIO 137/BIO 139	4			Requires math placement score above range of 065 and score above KCTCS Reading and English assessment exam scores.
Total Semester Credit Hours	13			

Second Semester	Credits	Term	Grade	Pre reqs (P)/Co-reqs(C)/Notes
OST 110 – Document Formatting & Word Processing or Course Approved by Program Coordinator	3			Must key 20 wpm/instructor permission (OST 101 equivalent) & RDG 020.
MIT 205 – Advanced Medical Coding*****	3			MIT 204 (P)
Course Approved by Program Coordinator***	3			
Total Semester Credit Hours	9			
Total Required Hours	22			

Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College

Advisor Name:

Advisor Signature: _____

Student Name:

Student Signature: _____

Special Instructions:

** MIT 103 is preferred for the MIT program.

*** Program approved course list is not exhaustive or all inclusive. Other requests will be reviewed individually

***** MIT 204 and 205 are suggested for First Year Spring and Second Year Fall. If student starts in Spring, course will need to be adjusted.

Choose 3 hours from the following program-approved courses listed below:	Credit	Term	Grade	Pre_reqs (P)/ Co_reqs (C)/Notes
MIT 106 Introduction to Medical Transcription	3			Digital literacy; OST 110; ENG 101 or OST 108; (MIT 103, AHS 115 or CLA 131) - (P)
MIT 206 Medical Transcription	3			MIT 106 or instructor consent
MIT 219 Coding Exam Preparation	3			MIT 204 and 205- (P)
MIT 227 Medical Office Software	3			MIT 103; Digital Literacy- (P); MIT 217-(C)
MIT course(s) – any within one program track will apply to another, i.e. MIT 204 & 205 – Medical Coding courses will work as the program courses in the Electronic Medical Records track				Pre-reqs and co-reqs depend on the MIT course
ACT 279 Computerized Accounting Systems	3			ACC 201 or ACT 101 & 102 - (P)
BAS 120 Personal Finance	3			
BAS 160 Introduction to Business	3			
BAS 212 Introduction to Financial Management	3			MAT 105 or MAT 110 or instructor consent - (P)
BAS 267 Introduction to Business Law	3			
BAS/MGT 274 Human Resource Management	3			(BAS 160 & BAS 283) or instructor consent - (P)
BAS/MKT 282 Principles of Marketing	3			BAS 160 or instructor consent- (P)
BAS/MGT 283 Principles of Management	3			BAS 160 or instructor consent - (P)
BAS/MGT 287 Supervisory Management	3			
BAS 288 Personal and Organizational Leadership	3			
ECO 101 Contemporary Economic Issues	3			
ECO 201 Principles of Microeconomics	3			
ECO 202 Principles of Macroeconomics	3			
OST 114 Computerized Financial Management	3			ACT 101 - (P)
OST 210 Advanced Word Processing Application	3			OST 110 - (P)
OST 225 Introduction to Desktop Publishing	3			(OST 105 & OST 110) - (P) or instructor consent
OST 275 Office Management	3			(ENG 101 or OST 108) & OST 110 - (P)

Course Rotation Schedule (if applicable)

Spring, Summer II, Fall	MIT 204 works best in the spring semester or summer II. It is offered in Fall, but books will update beginning January of each year
Spring, Summer 1, Fall	MIT 205