



Medical Information Technology – Medical Office Management Track

Associate in Applied Science degree

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 must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.

| First Semester | Credit Hours | Term | Grade | Prerequisites or Corequisites | Notes |
|--|--------------|------|-------|--|----------------------------------|
| MIT 103 Medical Office Terminology OR AHS 115 Med Term OR CLA 131 Med Term Gr Lat | 3 | | | | MIT 103 is the preferred course. |
| MIT 104 Medical Insurance | 3 | | | Prereq or Coreq: MIT 103 | |
| OST 105 Introduction to Information Systems OR CIT 105 Introduction to Computers | 3 | | | Prereq: RDG 020 OR consent of instructor | |
| OST 110 Document Formatting and Introduction to Word Processing | 3 | | | Prereq: RDG 020 and Must key at least 26 wpm | |
| BIO 135 Basic Anatomy and Physiology with Laboratory OR Both BIO 137 and BIO 139 | 4 | | | Prereq: See note on back | |
| Total Semester Credit Hours | 16 | | | | |

| Second Semester | Cr. Hrs. | Term | Grade | Prerequisites or Corequisites | Notes |
|--|-----------|------|-------|--|------------------|
| MIT 217 Medical Office Procedures | 3 | | | Prereq or Coreq: OST 110 or CIT 105 or OST 105 | |
| BAS 160 Introduction to Business | 3 | | | | |
| OST 240 Software Integration OR CIT 130 Productivity Software | 3 | | | Prereq: CIT 105 or OST 105 | |
| Course Approved by Program Coordinator | 3 | | | | See list on back |
| ENG 101 Writing I | 3 | | | | |
| Total Semester Credit Hours | 15 | | | | |

| Third Semester | Cr. Hrs. | Term | Grade | Prerequisites or Corequisites | Notes |
|---|-----------|------|-------|---|-----------------|
| MIT 224 Medical Practice Management | 3 | | | Prereq or Coreq: MIT 230, MIT 217 and MIT 104 | |
| MIT 228 Electronic Medical Records | 3 | | | Prereq: MIT 217 | |
| MIT 230 Medical Information Management | 3 | | | Prereq or Coreq: OST 105 or CIT 105 | |
| OST 235 Business Communications Technology | 3 | | | Prereq: ENG 101 and CIT 105 or OST 105 | |
| OST 275 Office Management OR BAS 283 Bus Man | 3 | | | | Same as MGT 283 |
| ACT 101 Fundamentals of Accounting OR ACC 201 Financial Accounting | 3 | | | | |
| Total Semester Credit Hours | 18 | | | | |

| Fourth Semester | Cr. Hrs. | Term | Grade | Prerequisites or Corequisites | Notes |
|---|-----------|------|-------|--|----------------------|
| MIT 295 Medical Information Technology Capstone | 3 | | | Prereq: Consent of Program Coordinator | |
| Heritage or Humanities course | 3 | | | | |
| Oral Communications course | 3 | | | | |
| MAT 105 Business Math OR MAT 110 Applied Math OR MAT 150 College Algebra OR Higher level Quantitative Reasoning Course | 3 | | | | MAT 105 is preferred |
| Social and Behavioral Sciences | 3 | | | | |
| Total Semester Credit Hours | 15 | | | | |
| Total Degree Credit Hours | 64 | | | | |

- Graduation Requirements:**
- 25% or more of Total Program Credit Hours must be earned at BCTC
 - Cumulative GPA must be 2.0 or higher

Advisor Name _____

Advisor Contact _____

Additional Information

MIT Medical Office Management Track is available completely online.

A letter grade of C or higher in each course and a cumulative grade point average of 2.0 or better is required for progression in the Medical Information Technology program.

Prerequisite for BIO 135 is minimum ACT Composite score 16 (or KCTCS determined equivalency); OR completion with "C" or better of any college biology or chemistry course; OR ACT of 13-15 with corequisite OR supplemental instruction; OR consent of instructor.

Courses Approved by Program Coordinator (Other courses may be approved upon request)

| | Cr. Hrs. | Prerequisites | Notes |
|--|-----------------|---|--|
| MIT 106 Introduction to Medical Transcription | 3 | OST 110, ENG 101 and MIT 103 | |
| MIT 206 Medical Transcription | 3 | MIT 106 | |
| MIT 219 Coding Exam Preparation | 3 | MIT 204 and MIT 205 | |
| MIT 227 Medical Office Software | 3 | MIT 103 AND CIT 105 or OST 105, Coreq: MIT 217 | |
| Other MIT course(s) | 3-6 | | Any course within one MIT track will apply to another. |
| ACT 279 Computerized Accounting Systems | 3 | ACC 201 OR ACT 101 and 102 | |
| BAS 120 Personal Finance | 3 | | |
| BAS 160 Introduction to Business | 3 | | Same as MGT 160 |
| BAS 212 Introduction to Financial Management | 3 | MAT 105 or MAT 110 | |
| BAS 267 Introduction to Business Law | 3 | | Same as MGT 267 |
| BAS 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 | | |
| MGT 274 Human Resource Management | 3 | MGT 283 | Same as BAS 274 |
| MGT 283 Principles of Management | 3 | BAS 160 | Same as BAS 283 |
| MKT 282 Principles of Marketing | 3 | BAS 160 | Same as BAS 282 |
| OST 112 Financial Management | 3 | | |
| OST 210 Advanced Word Processing Application | 3 | OST 110 | |
| OST 225 Introduction to Desktop Publishing | 3 | OST 105 and OST 110 | |
| OST 275 Office Management | 3 | | |

Embedded Credentials

| Credential | Title | Requirements | Total Credit Hours |
|-------------------|--------------------------------------|--|---------------------------|
| Certificate | Electronic Health Records Specialist | MIT 103, MIT 104, MIT 217, MIT 224, MIT 228, MIT 230, OST 105 or CIT 105, OST 110, OST 240 or CIT 130, Course Approved by Program Coordinator (1-3 cr. hrs.) | 28-30 |
| Certificate | Hospital Admissions Specialist | ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 224, MIT 228, MIT 230, OST 105 or CIT 105, OST 110, OST 235 | 30 |
| Certificate | Medical Receptionist | MIT 103 or AHS 115 or CLA 131, MIT 217, MIT 230, OST 105 or CIT 105, OST 110 | 15 |
| Certificate | Medical Unit Coordinator | BIO 135, ENG 101, MIT 103 or AHS 115 or CLA 131, MIT 104, MIT 217, MIT 224, MIT 228, MIT 230, OST 105 or CIT 105, OST 110, | 31 |

Certificate Requirements:

- 25% or more of Total Certificate Credit Hours must be earned at BCTC
- Grade of C or higher in each course required for certificate