# Medical Information Technology – Medical Scribe Certificate

**EFFECTIVE FALL 2019**

**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](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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Term</th>
<th>Grade</th>
<th>Prerequisites or Corequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIT 103 Medical Office Terminology OR AHS 115 Medical Terminology OR CLA 131 Medical Terminology from Greek to Latin</td>
<td>3</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>BIO 135 Basic Anatomy and Physiology with Laboratory OR Both BIO 137 and BIO 139</td>
<td>3</td>
<td>4</td>
<td></td>
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<tr>
<td>OST 105 Introduction to Information Systems OR CIT 105 Introduction to Computers</td>
<td>3</td>
<td>4</td>
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<tr>
<td>OST 110 Word Processing Applications</td>
<td>3</td>
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</tbody>
</table>

**Total Semester Credit Hours:** 13

## Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hrs.</th>
<th>Term</th>
<th>Grade</th>
<th>Prerequisites or Corequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIT 106 Medical Transcription</td>
<td>3</td>
<td></td>
<td></td>
<td>Prereq: OST 105 or CIT 105, ENG 101, MIT 103</td>
<td>Spring only</td>
</tr>
<tr>
<td>MIT 217 Medical Office Procedures</td>
<td>3</td>
<td></td>
<td></td>
<td>Prereq or Coreq: OST 110 or CIT 105 or OST 105</td>
<td></td>
</tr>
<tr>
<td>MIT 228 Electronic Medical Records</td>
<td>3</td>
<td></td>
<td></td>
<td>Prereq: MIT 217</td>
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</tr>
<tr>
<td>MIT 230 Medical Information Management</td>
<td>3</td>
<td></td>
<td></td>
<td>Prereq or Coreq: OST 105 or CIT 105</td>
<td></td>
</tr>
<tr>
<td>ENG 101 Writing I</td>
<td>3</td>
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</tbody>
</table>

**Total Semester Credit Hours:** 15

**Total Certificate Credit Hours:** 28

**Graduation Requirements:**
- [ ] 25% or more of Total Certificate Credit Hours must be earned at BCTC
- [ ] Grade of C or higher in each course required for the certificate

**Advisor Name:** ___________________________  
**Advisor Contact:** ___________________________

**Additional Information**

MIT Medical Scribe is available completely online.

Non-General Education courses older than 5 years will not be accepted without the consent of the Medical Information Technology program coordinator.

The 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.