

MEDICAL INFORMATION TECHNOLOGY



Medical Information Technology Program

The Medical Information Technology program is an integrated curriculum, which prepares graduates at the certificate, diploma, and associate degree level. Five degree tracks are included within this program: Medical Administrative, Medical Coding, Medical Records, Medical Office Management, and Medical Transcription. The two diploma options available are Medical Administrative Assistant and Medical Records Specialist.

In addition to associate degree and diploma levels, there are various certificates offered. Technical courses combined with general education courses prepare students for today's workforce in a healthcare facility and provide a basis for lifelong learning, which is a necessity for the workforce of the future. 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 health care settings. Classroom instruction is supplemented by learning experiences both in and out of the classroom to prepare graduates for careers in healthcare settings.

Although not required for graduation, it is recommended that students pursuing a career in medical coding or medical transcription take and pass a national certification exam to obtain the coding or transcription credentials. Most employers in the Hazard and surrounding areas stress the need for graduates to become nationally certified and are looking for those credentials when hiring employees.

Progression in the Medical Information Technology program is contingent upon achievement of a grade of C or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale). Medical Information Technology students must take the NOCTI - Health Informatics Test their last semester before graduating.

#GO2HCTC

One Community College Drive | Hazard, KY 41701 | (606) 436-5721 | hazard.kctcs.edu



Community & Technical College
HIGHER EDUCATION BEGINS HERE

KCTCS is an equal educational and employment opportunity institution.

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

MEDICAL INFORMATION TECHNOLOGY

MEDICAL INFORMATION TECHNOLOGY PROGRAM

General Education	Credits
105 MAT Business Math OR.....	3
110 MAT Applied Mathematics OR.....	(3)
150 MAT College Algebra OR	(3)
A Higher Level Mathematics Course	(3)
101 ENG Writing I.....	3
135 BIO Basic Anatomy & Physiology w/ Lab OR.....	4
137 BIO Human Anatomy & Physiology I AND.....	(4)
139 BIO Human Anatomy & Physiology II	(4)
Oral Communications	3
Heritage/Humanities	3
Social Interaction	3
Subtotal	19-23

Technical Core

105 OST Introduction to Information Systems OR.....	3
105 CIT Introduction to Computers.....	(3)
110 OST Document Formatting & Word Processing.....	3
230 MIT Medical Information Management.....	3
240 OST Software Integration OR.....	3
130 CIT Productivity Software	(3)
103 MIT Medical Office Terminology OR.....	3
115 AHS Medical Terminology OR	(3)
131 CLA Medical Terminology from Greek and Latin.....	(3)
104 MIT Medical Insurance.....	3
217 MIT Medical Office Procedures.....	3
224 MIT Medical Practice Management	3
228 MIT Electronic Medical Records.....	3
295 MIT Medical Information Technology Capstone.....	3
Subtotal	30

Medical Administrative Track

101 ACT Fundamentals of Accounting I OR.....	3
201 ACC Financial Accounting I.....	(3)
225 OST Introduction to Desktop Publishing	3
235 OST Business Communication Technology	3
210 OST Advanced Word Processing Application	3
Course Approved by Program Coordinator	3
Subtotal	15
Total Credits	64-68

Medical Coding Track	Credits
101 ACT Fundamentals of Accounting I OR	3
201 ACC Financial Accounting I	(3)
204 MIT Medical Coding.....	3
205 MIT Advanced Medical Coding	3
235 OST Business Communications Technology.....	3
Course Approved by Program Coordinator	3
Subtotal	15
Total Credits	64-68

Medical Records Track

101 ACT Fundamentals of Accounting I OR	3
201 ACC Financial Accounting I	(3)
210 OST Advanced Word Processing Applications	3
235 OST Business Communications Technology.....	3
Courses Approved by Program Coordinator	6
Subtotal	15
Total Credits	64-68

Medical Office Management Track

101 ACT Fundamentals of Accounting I OR	3
201 ACC Financial Accounting I	(3)
235 OST Business Communications Technology.....	3
160 BAS Introduction to Business.....	3
275 OST Office Management.....	3
Course Approved by Program Coordinator	3
Subtotal	15
Total Credits	64-68

Medical Transcription Track

106 MIT Introduction to Medical Transcription.....	3
206 MIT Medical Transcription.....	3
210 OST Advanced Word Processing Application	3
235 OST Business Communications Technology.....	3
Course Approved by Program Coordinator	3
Subtotal	15
Total Credits	64-68

Note: Certificates and diplomas are also available.

Contact Information:

Tammy Davis (RHIT, CHTS-PW & CAHIMS), MIT Program Coordinator
 Phone: (606) 487-3250 or (800) 246-7521, Ext. 73250 | Email: TDavis0085@kctcs.edu
 Admissions Office: (800) 246-7521, Ext. 73293

Revised: 4/05/2017

#GO2HCTC

One Community College Drive | Hazard, KY 41701 | (606) 436-5721 | hazard.kctcs.edu



Community & Technical College
 HIGHER EDUCATION BEGINS HERE

KCTCS is an equal educational and employment opportunity institution.

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM