Medical Information Technology – Certificates

__Medical Unit Coordinator (30-35 credits) __Medical Receptionist (18 credits)

Name_____ Empl ID# _____

Madisonville Advising Plan 2009 -2010

*Students must complete all coursework with a "C" or better. **All MIT electives MUST be approved by Program Coordinator.*

_____ Medical Unit Coordinator Courses

Course	*Hrs*	*Grade*	*Semester*
Computer Literacy	3		
OST 110 Document Format& Word Processing	3		
ENG 101 **or** OST 108 Editing Skills for Office Professionals	3		
OST 160 Records & Data Management **or** OST 230 Medical Records & Data Management	3		
AHS 109 Aspects of Human Biology **or** BIO 130 Aspects of Human Biology **or** BIO 135 Basic Anatomy & Physiology **or** BIO 137 Human Anatomy & Physiology I **and** BIO 139 Human Anatomy & Physiology II	3-8		
OST 103 Medical Office Terminology **or** AHS 115 Medical Terminology **or** CLA 131 Medical Term. from Greek or Latin	3		
OST 104 Intro to Medical Insurance	3		
OST 106 Intro to Medical Transcription	3		
OST 217 Medical Office Procedures **or** OST 215 Office Procedures	3		
OST 295 Office Systems Technology Internship **or** COE 199 Cooperative Education	2-3		

Medical Unit Coord Certificate Credits: 30-35 hours

_____ Medical Receptionist Courses

Course	*Hrs*	*Grade*	*Semester*
Computer Literacy	3		
OST 110 Document Format & Word Processing	3		
ENG 101 **or** OST 108 Editing Skills for Office Professionals	3		
OST 160 Records & Data Management **or** OST 230 Medical Records & Data Mngmt	3		
OST 103 Medical Office Terminology **or** AHS 115 Medical Terminology **or** CLA 131 Medical Term. from Greek or Latin	3		
OST 217 Medical Office Procedures **or** OST 215 Office Procedures	3		

Medical Receptionist Certificate Credits: 18 hours

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Madisonville Community College
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