

Medical Information Technology – Diplomas

 Insurance Technician Option (41-47 credits)

 Transcription Option (38-44 credits)

Madisonville
Advising Plan

2009
-2010

Name _____ Empl ID# _____

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

Required General Education & Technical Courses

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

Subtotal Credits: 26-32 hours

Medical Transcription Option Courses

| Course | Hrs | Grade | Semester |
|---|-----|-------|----------|
| OST 210 Advanced Word Processing Applications | 3 | | |
| OST 106 Intro to Medical Transcription | 3 | | |
| OST 106L Intro to Medical Transcription Lab | 1 | | |
| OST 206 Medical Transcription | 3 | | |
| OST 206L Medical Transcription Lab | 2 | | |

Transcription Option Credits: 12 hours

Medical Insurance Coding Option Courses

| Course | Hrs | Grade | Semester |
|--|-----|-------|----------|
| MT 110 Applied Mathematics <u>or</u> MT 105 Business Math <u>or</u> OST 213 Bus Calculations- Office Professionals | 3 | | |
| OST 204 Medical Coding | 3 | | |
| OST 205 Advanced Medical Coding | 3 | | |
| OST 227 Medical Office Software | 3 | | |
| OST 235 Business Communications Technology | 3 | | |

Insurance Coding Option Credits: 15 hours

Program Coordinator: Savanna Garrity

Office: 270-824-8645 email: savanna.garrity@kctcs.edu

Rev 11/18/09 CV

KCTCS is an equal opportunity employer and education institution.

Medical Information Technology Associate in Applied Science/Diploma/Certificate

Classes listed below are suitable for 1st or 2nd semester students

Computer Literacy (*CIS 100* required)

OST 110 Document Formatting (*requires typing skills OR OST 100*)

OST 103 Medical Office Terminology or AHS 115 Medical Terminology

ENG 101 – Writing I

OST 230 Medical Records and Data Management

BIO 135 Basic Anatomy & Physiology or BIO 135 Aspects of Human Biology

Oral Communications – AAS Degree only

Heritage/Humanities – AAS Degree only

MT110 or higher level Mathematics - AAS Degree or Medical Insurance Diploma only

PY 110 or SOC 101 – AAS Degree only

ENG 102 – AAS Degree only

CIS 130 (*prerequisite is CIS 100*) – AAS Degree only

Program Coordinator's Notes:

The Math sequence to Business Mathematics (MT 105) **OR** Applied Mathematics (MT 110) is the following:

MT055 (*Pre-Algebra*) & MT050 (*Developmental Math Workshop*) → MT065 (*Basic Algebra*) → MT 105 (*Business Mathematics*) **OR**
MT 110 (*Applied Mathematics*).

The Math sequence to College Algebra (MT 150) is the following: MT055 & MT050 → MT065 → MT 120 (*Intermediate Algebra*)
→ MT150 (*College Algebra*)

Students registering for BIO 137 must have completed all developmental coursework (courses numbered below 100).

A reading placement of RDG 030 is required for enrollment in OST 110. These classes may be taken concurrently.

Students should contact **Savanna Garrity, Program Coordinator**, to determine which AAS degree/diploma/certificate option is right for them. **Ph.# 270-824-8645**