

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

**Medical Information Technology
Associate in Applied Science**
Academic Plan Code -

Medical Information Technology graduates prepare medical records and reports, maintain files, order supplies, perform accounting procedures, work with medical insurance and coding, and receive patients in a variety of health care settings. Laboratory and classroom experiences are combined to prepare graduates for careers in health care facilities. Some of the diplomas include Medical Administrative Assistant, Medical Insurance Coder, and Medical Transcriptionist. Students enrolled in the degree or diploma programs are required to do an internship or cooperative experience in a medical office environment.

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).

Course Number	Course Title	Credit Hours
General Education Core		
MT105/ MAT121	Math for Business OR	3
MT110/ MAH155	Applied Math OR	(3)
MT150/ MA 109	College Algebra OR	(3)
MT 145/ MA 111	Contemporary College Mathematics OR	(3)
	A Higher Level Mathematics Course	(3)
PY110	General Psychology OR	3
SOC101	Introduction to Sociology	(3)
ENG101	Writing I	3
ENG102	Writing II	3
	Science*	3-4
	Oral Communications	3
	Heritage/Humanities	3
	Computer Literacy	3
	Subtotal Credit Hours	24-25
Technical Core or Support Courses		
OST110	Document Formatting and Word Processing	3
OST160	Records and Database Management OR	3
**OST230	Medical Records and Data Management	(3)
OST210	Advanced Word Processing Application	3
OST240	Software Integration OR	3
CIS130	Microcomputer Applications	(3)
OST103	Medical Office Terminology OR	3

AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek and Latin	(3)
OST104	Introduction to Medical Insurance	3
OST106	Introduction to Medical Transcription	3
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
OST227	Medical Office Software	3
	Subtotal Credit Hours	27

*When a science course other than a general education anatomy and physiology is used to meet the requirement for Science, one of the following courses must be included in the technical core.

HEA110	Anatomy & Physiology OR	(4)
BIO135	Basic Anatomy and Physiology with Laboratory OR	(4)
BIO130	Aspects of Human Biology OR	(3)
BIO137	Human Anatomy and Physiology I AND	(4)
BIO139	Human Anatomy and Physiology II	(4)
** OST230	is required for the Medical Records Option	

Options (choose one of the following)

Administrative Option

Academic Plan Code - 510716701

ACT101	Fundamentals of Accounting I OR	3
ACC201	Financial Accounting I	(3)
OST225	Introduction to Desktop Publishing	3
OST235	Business Communications Technology	3
OST295	Office Systems Technology Internship OR	3
COE199	Cooperative Education	(2)
	Course Approved by Program Coordinator	3
	Subtotal Credit Hours	14 –15
	Total Credit Hours	65-67

Insurance Coding Option

Academic Plan Code - 510716702

ACT101	Fundamentals of Accounting I OR	3
ACC201	Financial Accounting I	(3)
OST204	Medical Coding	3
OST205	Advanced Medical Coding	3
OST295	Office Systems Technology Internship OR	3
COE199	Cooperative Education	(2)
	Course Approved by Program Coordinator	3

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	Subtotal Credit Hours	14-15
	Total Credit Hours	65-67
Medical Records Option		
Academic Plan Code - 510716703		
ACT101	Fundamentals of Accounting I	3
ACC201	Financial Accounting I	(3)
OST295	Office Systems Technology Internship OR	3
COE199	Cooperative Education	(2)
	Courses Approved by Program Coordinator	6-9
	Subtotal Credit Hours	11-15
	Total Credit Hours	62-67
Medical Transcription		
Academic Plan Code 510716704		
OST 103	Medical Office Terminology OR	3
CLA	Medical Terminology from Greek & Latin Or	(3)
AHS 115	Medical Terminology	(3)
OST 106	Introduction to Medical Transcription	3
OSTL 106	Introduction to Medical Transcription Lab	1
OST 206	Medical Transcription	3
OSTL 206	Medical Transcriptions Lab	2
OSTL 213	Medications	1
OST 113	Speed building	1
OST 217	Medical Office Procedures	3
	Subtotal Credit Hours	17
	Total Credit Hours	69

Medical Information Technology Diplomas

Medical Information Technology graduates prepare medical records and reports, maintain files, order supplies, perform accounting procedures, work with medical insurance and coding, and receive patients in a variety of health care settings. Laboratory and classroom experiences are combined to prepare graduates for careers in health care facilities. Some of the diplomas include Medical Administrative Assistant, Medical Insurance Coder, and Medical Transcriptionist. Students enrolled in the degree or diploma programs are required to do an internship or cooperative experience in a medical office environment.

(Courses are listed by category and not necessarily in the order to be taken)

Course Number	Course Title	Credit Hours
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Medical Administrative Assistant

Academic Plan Code - 5107164019

General Education Core		
BIO130	Aspects of Human Biology OR	3
HEA110	Anatomy & Physiology OR	(4)
BIO135	Basic Anatomy and Physiology with Laboratory OR	(4)
BIO137	Human Anatomy and Physiology I AND	(4)
BIO139	Human Anatomy and Physiology II	(4)
OST108	Editing Skills for Office Professionals OR	3
ENG101	Writing I	(3)
	Subtotal Credit Hours	6-11
Technical Core or Support Courses		
ACT101	Fundamentals of Accounting I	3
ACC 201	Financial Accounting I	(3)
OST110	Document Formatting and Word Processing	3
OST213	Business Calculation for Office Professionals OR	3
MT 105/MA 109	College Algebra OR	(3)
	Higher Level Math	(3)
OST235	Business Communications Technology	3
OST160	Records and Database Management OR	3
OST230	Medical Records and Data Management	(3)
OST210	Advanced Word Processing Application	3
OST240	Software Integration	3
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)
OST295	Office Systems Technology Internship OR	3
COE199	Cooperative Education	(2)
OST104	Introduction to Medical Insurance	3
OST106	Introduction to Medical Transcription	3
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
OST227	Medical Office Software	3
	Computer Literacy	3
	Course Approved by Program Coordinator	3

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	Subtotal Credit Hours	44-45
	Total Credit Hours	50-56

Medical Office Assistant
Academic Plan Code - 5107164039

General Education Core		
BIO130	Aspects of Human Biology OR	3
HEA110	Anatomy & Physiology OR	(4)
BIO135	Basic Anatomy and Physiology with Laboratory OR	(4)
BIO137	Human Anatomy and Physiology I AND	(4)
BIO139	Human Anatomy and Physiology II	(4)
OST108	Editing Skills for Office Professional OR	3
ENG101	Writing I	(3)
	Subtotal Credit Hours	6-11

Technical Core or Support Courses		
OST110	Document Formatting and Word Processing	3
OST213	Business Calculations for Office Professionals OR	3
MT 105/MA 109	College Algebra OR	(3)
	Higher Level Math	(3)
OST235	Business Communications Technology	3
OST160	Records and Database Management OR	3
OST230	Medical Records and Data Management	(3)
OST210	Advanced Word Processing Application	3
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)
OST295	Office Systems Technology Internship OR	3
COE199	Cooperative Education	(2)
OST104	Introduction to Medical Insurance	3
OST106	Introduction to Medical Transcription	3
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
OST227	Medical Office Software	3
	Computer Literacy	3
	Subtotal Credit Hours	35-36
	Total Credit Hours	41-47

Medical Insurance Coding
Academic Plan Code – 5107164029

General Education Core		
BIO130	Aspects of Human Biology OR	3
HEA110	Anatomy & Physiology OR	(4)
BIO135	Basic Anatomy and Physiology with Laboratory OR	(4)
BIO137	Human Anatomy and Physiology I AND	(4)
BIO139	Human Anatomy and Physiology II	(4)
ENG101	Writing I OR	3
OST108	Editing Skills for Office Professional	(3)
	Subtotal Credit Hours	6-11

Technical Core or Support Courses		
OST110	Document Formatting and Word Processing	3
OST213	Business Calculations for Office Professionals OR	3
MT 105/MA 109	College Algebra OR	(3)
	Higher Level Math	(3)
OST235	Business Communications Technology	3
OST160	Records and Database Management OR	3
OST230	Medical Records and Data Management	(3)
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)
OST295	Office Systems Technology Internship OR	3
COE199	Cooperative Education	(2)
OST104	Introduction to Medical Insurance	3
OST204	Medical Coding	3
OST205	Advanced Medical Coding	3
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
OST227	Medical Office Software	3
	Computer Literacy	3
	Subtotal Credit Hours	35-36
	Total Credit Hours	41-47

Medical Records Clerk
Academic Plan Code – 5107164049

General Education Core		
BIO130	Aspects of Human Biology OR	3
HEA110	Anatomy & Physiology OR	(4)
BIO135	Basic Anatomy and Physiology with Laboratory OR	(4)

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BIO137	Human Anatomy and Physiology I AND	(4)
BIO139	Human Anatomy and Physiology II	(4)
OST108	Editing Skills for Office Professional OR	3
ENG101	Writing I	(3)
	Subtotal Credit Hours	6-11
Technical Core or Support Courses		
OST110	Document Formatting and Word Processing	3
OST235	Business Communications Technology	3
OST210	Advanced Word Processing Application	3
OST240	Software Integration	3
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)
OST295	Office Systems Technology Internship OR	3
COE199	Cooperative Education OR	(2)
OST104	Introduction to Medical Insurance	3
OST230	Medical Records and Data Management	3
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
OST227	Medical Office Software	3
	Computer Literacy	3
	Subtotal Credit Hours	32-33
	Total Credit Hours	38-44

Medical Transcriptionist
Academic Plan Code – 5107164059

General Education Core		
BIO130	Aspects of Human Biology OR	3
HEA110	Anatomy & Physiology OR	(4)
BIO135	Basic Anatomy and Physiology with Laboratory OR	(4)
BIO137	Human Anatomy and Physiology I AND	(4)
BIO139	Human Anatomy and Physiology II	(4)
OST108	Editing Skills for Office Professional OR	3
ENG101	Writing I	(3)
	Subtotal Credit Hours	6-11
Technical Core or Support Courses		
OST160	Records and Database Management OR	3
OST230	Medical Records and Data	(3)

	Management	
OST210	Advanced Word Processing Application	3
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)
OST295	Office Systems Technology Internship OR	3
COE199	Cooperative Education	(2)
OST104	Introduction to Medical Insurance	3
OST106	Introduction to Medical Transcription	3
OSTL106	Introduction to Medical Transcription Lab	1
OST206	Medical Transcription	3
OSTL206	Medical Transcription Lab	2
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
OST110	Document Formatting and Word Processing	3
	Computer Literacy	3
	Subtotal Credit Hours	32-33
	Total Credit Hours	38-44

**Medical Information Technology
Certificates**

Course Number	Course Title	Credit Hours
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Medical Unit Coordinator
Academic Plan Code - 5107163019

BIO130	Aspects of Human Biology OR	3
HEA110	Anatomy & Physiology OR	(4)
BIO135	Basic Anatomy and Physiology with Laboratory OR	(4)
BIO137	Human Anatomy and Physiology I AND	(4)
BIO139	Human Anatomy and Physiology II	(4)
OST108	Editing Skills for Office Professionals OR	3
ENG101	Writing I	(3)
OST110	Document Formatting and Word Processing	3
OST160	Records and Database Management OR	3
OST230	Medical Records and Data Management	(3)
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)

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OST104	Introduction to Medical Insurance	3
OST106	Introduction to Medical Transcription	3
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
OST227	Medical Office Software	3
	Computer Literacy	3
	Total Credit Hours	30-35

Hospital Admissions Clerk
Academic Plan Code - 5107163029

OST108	Editing Skills for Office Professionals OR	3
ENG101	Writing I	(3)
OST110	Document Formatting and Word Processing	3
OST235	Business Communications Technology	3
OST160	Records and Database Management OR	3
OST230	Medical Records and Data Management	(3)
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)
OST104	Introduction to Medical Insurance	3
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
OST227	Medical Office Software	3
	Computer Literacy	3
	Total Credit Hours	27

Medical Receptionist
Academic Plan Code - 5107163049

OST108	Editing Skills for Office Professionals OR	3
ENG101	Writing I	(3)
OST110	Document Formatting and Word Processing	3
OST160	Records and Database Management OR	3
OST230	Medical Records and Data Management	(3)
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)
OST217	Medical Office Procedures OR	3
OST215	Office Procedures	(3)
	Computer Literacy	3
	Total Credit Hours	18
Medical Office Trainee		

Academic Plan Code - 5107163039		
OST110	Document Formatting and Word Processing	3
OST160	Records and Database Management OR	3
OST230	Medical Records and Data Management	(3)
OST103	Medical Office Terminology OR	3
AHS115	Medical Terminology OR	(3)
CLA131	Medical Terminology from Greek & Latin	(3)
	Computer Literacy	3
	Total Credit Hours	12