Name _____
ID #_____

Medical Information Technology Certificate – Curriculum Information

Medical Unit Coordinator *[Academic Plan 5107163019]*	***Hospital Admissions Clerk*** *[Academic Plan 5107163029]*	**Electronic Health Records Specialist**
ENG 101 Writing I **OR OST 108** Editing Skills for Office Professionals	**ENG 101** Writing I **OR OST 108** Editing Skills for Office Professionals	**MIT 103** Medical Office Terminology
BIO 135 or BIO 137/139		**MIT 104** Intro to Medical Insurance
MIT 103 Medical Office Terminology	**MIT 103** Medical Office Terminology	**OST 110** Document Formatting and Word Process
MIT 104 Intro to Medical Insurance	**MIT 104** Intro to Medical Insurance	**MIT 204** Medical Coding
OST 110 Document Formatting and Word Processing	**OST 110** Document Formatting and Word Processing	**MIT 217** Medical Office Procedures
MIT 217 Medical Office Procedures	**MIT 217** Medical Office Procedures	**MIT 227** Medical Office Software
MIT 227 Medical Office Software	**MIT 227** Medical Office Software	**MIT 228** Electronic Health Records
MIT 230 Medical Records and Data Management	**OST 230** Medical Records and Data Management	**MIT 230** Medical Records and Data Management
MIT 106 Intro. To Medical Trans	**OST 235** Business Communications Technology	**OST 240** Software Integration
Computer Literacy Course	Computer Literacy Course	Computer Literacy
Total Credit Hours 30	**Total Credit Hours 27**	**Total Hours 30**

Medical Receptionist *[Academic Plan 5107163049]*	***Medical Office Trainee*** *[Academic Plan 5107163039]*
ENG 101 Writing I **OR OST 108** Editing Skills for Office Professionals	**MIT 103** Medical Office Terminology **OR AHS 115 OR CLA 131**
MIT 103 Medical Office Terminology **OR AHS 115 OR CLA 131**	**OST 110** Document Formatting and Word Processing
OST 110 Document Formatting and Word Processing	**MIT 230** Medical Records and Data Management
MIT 217 Medical Office Procedures **OR OST 215** Office Procedures	Computer Literacy Course
MIT 230 Medical Records and Data Management **OR OST 160** Records and Database Management	
Computer Literacy Course	
Total Credit Hours 18 (6 courses)	**Total Credit Hours 12 (4 courses)**

Advisor Notes: Depending on student's placement testing scores, developmental courses in writing, math, and reading or referral to Adult Education Office may be required before general education and technical/support courses are attempted. Required courses may be offered online or in the classroom at any BCTC campus during daytime, evening, or weekend hours. Not all courses are available every semester. All courses shown above are 3 credit hours unless indicated otherwise in ( ). Progression in this 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).

Advisor Recommended Courses/Action: