

Course Guidelines /Information

OST 217 Medical Office Procedures OR.....	3
OST 215 Office Procedures	(3)
OST 227 Medical Office Software	3
Computer Literacy	3
.....	Total 27

Certificate: Medical Receptionist

OST 108 Editing Skills for Office Professionals OR.....	3
ENG 101 Writing I.....	(3)
OST 110 Document Formatting and Word Processing.....	3
OST 160 Records and Database Management OR.....	3
OST 230 Medical Records and Data Management.....	(3)
OST 103 Medical Office Terminology OR.....	3
AHS 115 Medical Terminology OR.....	(3)
CLA 131 Medical Terminology from Greek & Latin.....	(3)
OST 217 Medical Office Procedures OR.....	3
OST 215 Office Procedures	(3)
Computer Literacy	3
.....	Total 18

Certificate: Medical Office Trainee

OST 110 Document Formatting and Word Processing.....	3
OST 160 Records and Database Management OR.....	3
OST 230 Medical Records and Data Management.....	(3)
OST 103 Medical Office Terminology OR.....	3
AHS 115 Medical Terminology OR.....	(3)
CLA 131 Medical Terminology from Greek & Latin	(3)
Computer Literacy	3
.....	Total 12

For more information contact:

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 Hazard, KY 41701

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HCTC, part of KCTCS, is an equal opportunity educational institution.

Medical Information Technology

Medical Information Technology



Mission Statement

Hazard Community and Technical College (HCTC) is a comprehensive, public community and technical college that empowers diverse learners, building self-confidence and leadership capacity for lifelong personal success and community enhancement.

A member of the Kentucky Community and Technical College System, HCTC primarily serves Eastern Kentucky as a collaborative catalyst for blending honored Appalachian traditions with diverse global innovations.

Vision

HCTC is a premier Learning College, inspiring hope and transforming lives through progressive, learner-focused opportunities.

ABOUT THE PROGRAM

Medical Information Technology

The Medical Information Technology program is an integrated curriculum which prepares graduates at the certificate, diploma, and associate degree level. Four degree options are included within this program: Administrative, Insurance Coding, Medical Records, and Transcription. The five diploma options available are: Medical Administrative Assistant, Medical Insurance Coding, Medical Office Assistant, Medical Records Clerk, and Medical Transcriptionist. Various certificate programs are also currently being offered as well as the degree and diploma options.

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 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.

Although not required for graduation, it is highly recommended that students take and pass a National Certification Exam to become a nationally certified medical coder or nationally certified medical transcriptionist. Most employers in the Hazard and surrounding area, stress the need for graduates to become nationally certified and are looking for these credentials when hiring employees.

Students enrolled in the Medical Information Technology program must achieve a minimum grade of "C" in each ACC, ACNT, BET, OS, OST, and OTM course.

Course Guidelines

*OST 106 Introduction to Medical Transcription	3
*OSTL 106 Introduction to Medical Transcription Lab	1
**OST 206 Medical Transcription.....	3
**OSTL 206 Medical Transcription Lab.....	2
.....	Subtotal 12
.....	Total 38-44

**OST 106 & OSTL 106 must be taken during the same semester.
**OSTL 206 & OSTL 206 must be taken during the same semester.*

Certificate: Medical Unit Coordinator

BIO 130 Aspects of Human Biology OR	3
AHS 109 Introduction to Body Structure and Function OR.....	(4)
BIO 135 Basic Anatomy and Physiology with Laboratory OR	(4)
BIO 137 Human Anatomy and Physiology I AND	(4)
BIO 139 Human Anatomy and Physiology II.....	(4)
OST 108 Editing Skills for Office Professionals OR.....	3
ENG 101 Writing I	(3)
OST 110 Document Formatting and Word Processing	3
OST 160 Records and Database Management OR	3
OST 230 Medical Records and Data Management	(3)
OST 103 Medical Office Terminology OR.....	3
AHS 115 Medical Terminology OR	(3)
CLA 131 Medical Terminology from Greek & Latin.....	(3)
OST 104 Introduction to Medical Insurance.....	3
OST 106 Introduction to Medical Transcription.....	3
OST 217 Medical Office Procedures OR	3
OST 215 Office Procedures	(3)
OST 227 Medical Office Software.....	3
Computer Literacy	3
.....	Total 30-35

Certificate: Hospital Admissions Clerk

OST 108 Editing Skills for Office Professionals OR.....	3
ENG 101 Writing I	(3)
OST 110 Document Formatting and Word Processing	3
OST 235 Business Communications Technology.....	3
OST 160 Records and Database Management OR	3
OST 230 Medical Records and Data Management	(3)
OST 103 Medical Office Terminology OR.....	3
AHS 115 Medical Terminology OR	(3)
CLA 131 Medical Terminology from Greek & Latin.....	(3)
OST 104 Introduction to Medical Insurance.....	3

Course Guidelines

TECHNICAL CORE

OST 110 Document Formatting and Word Processing	3
OST 160 Records and Database Management OR	3
OST 230 Medical Records and Data Management.....	(3)**
OST 210 Advanced Word Processing Application	3
OST 240 Software Integration OR.....	3
CIS 130 Microcomputer Applications	(3)
OST 103 Medical Office Terminology OR	3
AHS 115 Medical Terminology OR.....	(3)
CLA 131 Medical Terminology from Greek and Latin	(3)
OST 104 Introduction to Medical Insurance	3
OST 106 Introduction to Medical Transcription	3
OST 217 Medical Office Procedures OR.....	3
OST 215 Office Procedures	(3)
OST 227 Medical Office Software	3
.....	Subtotal 27
.....	Total Credits 51 – 52

** 230 OST is required for the Medical Records Option Technical and General Education

HCTC AAS Degree—Medical Information Technology

ADMINISTRATIVE OPTION

ACT 101 Fundamentals of Accounting I.....	3
OST 225 Introduction to Desktop Publishing	3
OST 235 Business Communications Technology	3
OST 295 Office Systems Technology Internship OR	3
COE 199 Cooperative Education	(2)
Course Approved by Program Coordinator	3
.....	Subtotal 14 –15
.....	Total Credits 65-67

INSURANCE CODING OPTION

ACT 101 Fundamentals of Accounting I.....	3
OST 204 Medical Coding	3
OST 205 Advanced Medical Coding	3
OST 295 Office Systems Technology Internship OR	3
COE 199 Cooperative Education	(2)
Course Approved by Program Coordinator	3
.....	Subtotal 14-15
.....	Total Credits 65-67

MEDICAL RECORDS OPTION

ACT 101 Fundamentals of Accounting I.....	3
OST 295 Office Systems Technology Internship OR	3

Course Guidelines

COE 199 Cooperative Education	(2)
Courses Approved by Program Coordinator	6-9
.....	Subtotal 11-15
.....	Total Credits 62-67

TRANSCRIPTION OPTION

OSTL 106 Introduction to Medical Transcription Lab.....	1
OST 206 Medical Transcription.....	3
OSTL 206 Medical Transcription Lab	2
OST 295 Office Systems Technology Internship OR.....	3
COE 199 Cooperative Education	(2)
Course Approved by Program Coordinator.....	3
.....	Subtotal 11-12
.....	Total Credits 62-64

DIPLOMAS

DIPLOMA GRADUATION REQUIREMENTS

General Education/Applied Academics

BIO 130 Aspects of Human Biology OR	3
AHS 109 Introduction to Body Structure and Function OR.....	(4)
BIO 135 Basic Anatomy and Physiology with Laboratory OR	(4)
BIO 137 Human Anatomy and Physiology I AND	(4)
BIO 139 Human Anatomy and Physiology II.....	(4)
OST 108 Editing Skills for Office Professionals OR.....	3
ENG 101 Writing I	(3)
.....	Subtotal 6-11

Technical or Support Classes for any MIT Diploma Option:

OST 103 Medical Office Terminology	3
OST 104 Instruction to Medical Insurance	3
CIS 100 Introduction to Computers.....	3
OST 230 Medical Records and Data Management	3
OST 217 Medical Office Procedures	3
OST 110 Document Formatting and Word Processing	3
OST 295 Office Systems Technology Internship	3
.....	Subtotal 21

OPTIONS

Medical Administrative Assistant Option

Technical or Support Courses

ACT 101 Fundamentals of Accounting I	3
OST 213 Business Cal. for Office Prof. or Higher level math	3