



## **ASSOCIATE IN APPLIED SCIENCE DEGREE**

### **MEDICAL INFORMATION TECHNOLOGY ADMINISTRATIVE OPTION**

#### **Program Description**

Thank you for your interest in the Medical Information Technology Associate in Applied Science Degree, Administrative Option. The Medical Information Technology program is an integrated curriculum that prepares graduates at the certificate, diploma, and associate degree levels. Students in the Medical Information Technology program learn to work with health care professionals, patients, processes, and technology in a non-clinical capacity in a variety of health care settings. 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. They use a variety of office technology and computer-based applications (word processing, electronic mail, desktop publishing, graphics, databases, spreadsheets, and medical office software). Program graduates are employed by professional medical practices, clinics, hospitals, long-term care facilities, home health agencies, health insurance companies, and billing companies. Job titles may include Medical Administrative Assistant, Medical Office Assistant, Medical Office Manager, Medical Insurance Coder, Medical Biller, Medical Transcriptionist, Medical Unit Coordinator, Medical Records Clerk, Hospital Admissions Clerk, and Medical Receptionist. Technical or support courses combined with general education/applied academics prepare students for today's workforce and provide a basis for lifelong learning. Students enrolled in the degree or diploma programs are required to complete an internship or cooperative work experience in a health care office environment in their final semester. Students enrolled in the Medical Information Technology program must achieve a minimum grade of "C" in all courses.

## **List of Colleges**

The Medical Information Technology Associate in Applied Science Degree, Administrative Option, is currently offered at:

[Big Sandy Community & Technical College](#), [Bluegrass Community & Technical College](#), [Gateway Community & Technical College](#), [Hazard Community & Technical College](#), [Madisonville Community College](#), and [Somerset Community College](#).

One of these colleges must be designated as your Home College because only a Home College can confer a credential (certificate, diploma, or degree). Even though the courses may be delivered by different KCTCS colleges, the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

## **Getting Started**

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a “course inquiry” submit form through [www.kyvc.org](http://www.kyvc.org). KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student’s chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at [www.kctcs.edu/distancelearning](http://www.kctcs.edu/distancelearning).

## **Administrative Option**

1. Demonstrate basic accounting skills.
2. Use page composition software to create and publish documents.
3. Compose written, oral and electronic business communications.

## Course Requirements

Here is a listing of the courses involved in this degree program. There may be additional courses that meet these requirements. Please check the current course catalog and online course schedule for additional information and offerings. The entire program may be completed online. Some faculty may require proctored exams. Approved proctored sites are listed at [www.kctcs.edu/distancelearning](http://www.kctcs.edu/distancelearning) under student services.

<b>General Education:</b>	
MT 105 Math for Business OR	3
MT 110 Applied Math OR	(3)
MT 150 College Algebra OR	(3)
MT 145 Contemporary College Mathematics OR	(3)
A Higher Level Mathematics Course	(3)
PY 110 General Psychology OR	3
SOC 101 Introduction to Sociology	(3)
ENG 101 Writing I	3
ENG 102 Writing II	3
Science*	3-4
Oral Communications	3
Heritage/Humanities	3
Computer Literacy	3
Subtotal	<b>24-25</b>

<b>Technical Core:</b>	
OST 110 Document Formatting and Word Processing	3
OST 210 Advanced Word Processing Application	3
OST 160 Records and Database Management <b>OR</b>	3
OST 230 Medical Records and Data Management	(3)
OST 103 Medical Office Terminology <b>OR</b>	3
AHS 115 Medical Terminology <b>OR</b>	(3)
CLA 131 Medical Terminology from Greek & Latin	(3)
OST 104 Introduction to Medical Insurance	3
OST 106 Introduction to Medical Transcription	3
OST 240 Software Integration <b>OR</b>	3
CIS 130 Microcomputer Applications	(3)
OST 217 Medical Office Procedures <b>OR</b>	3
OST 215 Office Procedures	(3)
OST 227 Medical Office Software	3
<b>Subtotal</b>	<b>27</b>

\*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:

AHS 109 Introduction to Body Structure & Function (4) <b>OR</b>	
BIO 130 Aspects of Human Biology (3) <b>OR</b>	
BIO 135 Basic Anatomy and Physiology with Lab (4) <b>OR</b>	
BIO 137 Human Anatomy and Physiology I (4) <b>AND</b>	
BIO 139 Human Anatomy and Physiology II (4)	
<b>General and Technical Education Subtotal</b>	<b>51-52</b>

<b>Administrative Option:</b>	
ACT 101 Fundamentals of Accounting I OR	3
ACC 201 Financial 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	<b>14-15</b>
<b>Medical Information Technology AAS Degree Administrative Option Total Credit Hours</b>	<b>65-67</b>

### **Helpful links:**

COURSES: <http://www.kctcs.edu/distancelearning/Courses.htm>

CONTACTS: <http://www.kctcs.edu/distancelearning/collegeContacts.htm>

FINANCIAL AID: <http://kctcs.edu/student/financialaidscholarships/index.htm>

GETTING STARTED: <http://www.kctcs.edu/distancelearning/gettingstarted.htm>

KCTCS CONTACTS: <http://kctcs.edu/distancelearning/DLPeerTeam.htm>

ONLINE BOOKSTORE: <http://www.campusstores.com/kctcs/index.asp>

STUDENT TUTORIAL: <http://www.kctcs.edu/distancelearning/tutorials.htm>

Revised: April 2008