Ashland Community & Technical College

MEDICAL INFORMATION TECHNOLOGY - CERTIFICATES
Program Check Sheet

Student Name: _____ ID #: _____ Semester Entered: _____

Catalog Number	Course Title	Cr Hrs	Medical Unit Coordinator		Hospital Admission Specialist		Medical Receptionist		Medical Coding		EHR Specialist	
			Required	Term	Required	Term	Required	Term	Required	Term	Required	Term
BIO 135/L	Basic Anatomy & Physiology w/Lab	4.0	*						*			
OST 108	Editing Skills for the Office Professional **OR**	3.0	*		*		*					
ENG 101	Writing I	(3.0)										
OST 110	Document Formatting and Word Processing	3.0	*		*		*		*		*	
MIT 230	Medical Records and Data Management	3.0	*		*		*				*	
MIT 103	Medical Office Terminology **OR**	3.0	*		*		*		*		*	
AHS 115	Medical Terminology **OR**	(3.0)										
CLA 131	Medical Terminology from Greek and Latin	(3.0)										
MIT 104	Introduction to Medical Insurance	3.0	*		*				*		*	
	Computer Literacy	3.0	*		*		*				*	
MIT 217	Medical Office Procedures	3.0	*		*		*				*	
MIT 227	Medical Office Software	3.0	*		*						*	
MIT 228	Electronic Health Records	3.0	*		*						*	
OST 240	Software Integration **OR**	3.0									*	
CIT 130	Microcomputer Applications	(3.0)										
OST 235	Business Communications Tech.	3.0			*							
MIT 204	Medical Coding	3.0							*		*	
MIT 205	Advanced Medical Coding	3.0							*			
	Program Coordinator Course Approved Elective											
TOTAL CREDIT HOURS			**31**		**30**		**18**		**19**		**30**	

*** Indicates required courses for the Certificate**

1. **Required developmental courses based on placement scores are not reflected in ths list of courses.**
2. **First time, full-time undecided students and/or students required to take developmental course work will be enrolled in a college success course (GEN 100 or GEN 102).**