

# MEDICAL INFORMATION TECHNOLOGY

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.

In this program, laboratory and classroom experiences are combined to prepare students for careers in health care facilities. Degree and diploma students also complete an internship or capstone course.

Healthcare information systems are rapidly evolving. ACTC's new MIT curriculum provides up-to-date training in new technologies and procedures that meet industry standards and federal legislative mandates for health care record keeping.

The MIT program offers an Associate in Applied Science Degree with four tracks, two diplomas and five certificates to prepare graduates for a variety of specialized jobs.

## JOB OUTLOOK

Healthcare is one of the largest employers in the Ashland area and administrative employees are needed to meet increasing medical and business needs. Demand for medical information employees is expected to increase 20 percent from 2014-2024 in the TENCO Kentucky region. (TENCO Occupational Outlook to 2024, kylmi.ky.gov)

## FOR MORE INFORMATION:



**ASHLAND.KCTCS.EDU**  
CLICK >> EDUCATION & TRAINING  
>> FIND YOUR PROGRAM



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**(606) 326-2019** OR **(606) 326-2105**



**TECHNOLOGY DRIVE CAMPUS**  
902 TECHNOLOGY DRIVE, GRAYSON, KY 41143



## GAINFUL EMPLOYMENT INFORMATION

*For more information about graduation rates, the median debt of students who completed the program, and other important data on this program, visit ACTC's website at [Ashland.KCTCS.edu/Education-Training/Program-Finder/Gainful-Employment-Disclosures.aspx](http://Ashland.KCTCS.edu/Education-Training/Program-Finder/Gainful-Employment-Disclosures.aspx)*

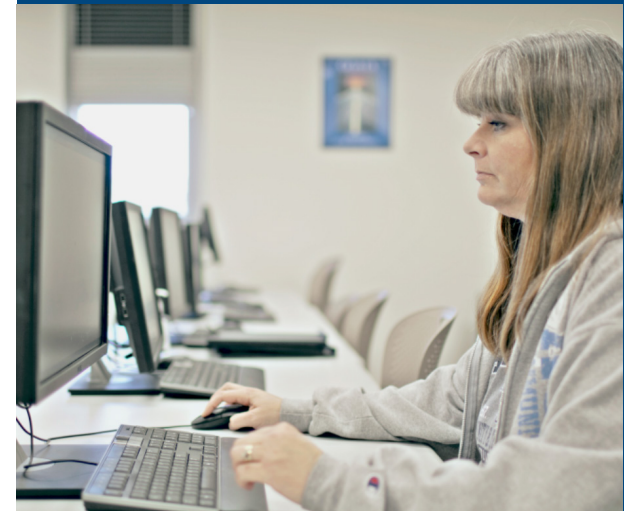
## COLLEGE ACCREDITATION

*Ashland Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Ashland Community and Technical College. Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.*

**ACTC IS AN EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY INSTITUTION.**

JULY 2018

# MEDICAL INFORMATION TECHNOLOGY



## ASSOCIATE DEGREE, DIPLOMA AND CERTIFICATE PROGRAMS

Technology Drive Campus



# ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) MEDICAL INFORMATION TECHNOLOGY

The AAS degree combines general education courses, core courses in medical information technology, and courses in one track of specialized knowledge and skills.

General Education		Credit Hours
MAT 105	Business Math <b>OR</b>	3
MAT 110	Applied Mathematics <b>OR</b>	(3)
MAT 150	College Algebra	(3)
ENG 101	Writing I	3
BIO 135*	Basic Anatomy & Physiology with Lab*	4
	Oral Communication	3
	Heritage/Humanities	3
	Social/Behavioral Sciences	3
<b>Subtotal</b>		<b>19</b>

\*Students can fulfill this BIO requirement with both BIO 137 and BIO 139.

Technical Core		
	Digital Literacy	3
OST 110	Document Formatting/Word Processing	3
MIT 230	Medical Information Management	3
OST 240	Software Integration <b>OR</b>	3
CIT130	Productivity Software	(3)
MIT 103	Medical Office Terminology <b>OR</b>	3
AHS 115	Medical Terminology <b>OR</b>	(3)
CLA 131	Medical Term. from Greek and Latin	(3)
MIT 104	Medical Insurance	3
MIT 217	Medical Office Procedures	3
MIT 224	Medical Office Management	3
MIT 228	Electronic Medical Records	3
MIT 295	Medical Information Technology Capstone	3
<b>Subtotal</b>		<b>30</b>

## CHOOSE ONE TRACK

### MEDICAL ADMINISTRATIVE TRACK

ACT 101 **OR** ACC 201, OST 225, OST 235, OST 210, and course approved by program coordinator.

**Subtotal**  
**15**

### MEDICAL CODING TRACK

ACT 101 **OR** ACC 201, MIT 204, MIT 205, OST 235, and course approved by program coordinator

**Subtotal**  
**15**

Progression in the program is contingent upon achieving a grade of "C" or better in each course and maintaining a 2.0 cumulative grade point average or better (on a 4.0 scale).

Program requirements may change to reflect new technologies. Check with an advisor before registering for class.

### ELECTRONIC MEDICAL RECORDS TRACK

ACT 101 **OR** ACC 201, OST 210, OST 235, courses approved by program coordinator

**Subtotal** **15**

### MEDICAL OFFICE MANAGEMENT TRACK

ACT 101 **OR** ACC 201, OST 235, BAS 160, OST 275, and course approved by program coordinator

**Subtotal** **15**

**TOTAL DEGREE CREDITS** **64**

## DIPLOMAS

Medical Administrative Assistant	49
Medical Records Specialist	40

## CERTIFICATES

Medical Unit Coordinator	31
Hospital Admissions Specialist	30
Medical Receptionist	15
Electronic Health Records Specialist	28-30
Medical Coding	22

## MEDICAL INFORMATION TECHNOLOGY

# Application Checklist

**1** Submit an Application for Admission, online, at [Ashland.KCTCS.edu](http://Ashland.KCTCS.edu).

### Submit to the Admissions Office:

- An official high school transcript, with graduation date, or GED scores
- Official transcripts from other colleges or universities you have attended, including those for dual credit courses
- Placement test scores (ACT, KYOTE) or complete placement testing

**3** Attend orientation and meet with an advisor to schedule classes.

### Financial Aid is available for those who qualify.

- 4**
- Please fill out a FAFSA at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).
  - Please speak with a financial aid specialist to receive counseling, if appropriate.



**5** Pay tuition and fees before published cancellation deadlines. More information regarding tuition rates can be found on our website at: [Ashland.KCTCS.edu/Affording-College/index.aspx](http://Ashland.KCTCS.edu/Affording-College/index.aspx)