



For more information contact:

Hazard Community  
and Technical College  
One Community College Drive  
Hazard, KY 41701

Program Coordinator: Stephanie Vergne

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All applicants meeting the appropriate academic requirement and technical standards shall be considered equally for admission to a community college or any academic program regardless of race, color, religion, sex, marital status, beliefs, national origin, age, sexual orientation, or physical or mental disability.

#### How to Apply

Please submit the following items to the Admissions Office

1. A completed HCTC admissions application.
2. Official high school transcripts or GED scores, as applicable.
3. Official transcripts from other non-KCTCS colleges or institutions you have attended, if applicable.
4. ACT scores, if available. If you have not taken the ACT or you did not receive an *18 or higher* in Writing, Reading, and/or Mathematics sections, you must take the COMPASS placement test, which is given at HCTC.

To contact the Admissions Office, call  
800-246-7521, Ext. 73311.

[www.Hazard.kctcs.edu](http://www.Hazard.kctcs.edu)



# Business Studies: Medical Information Technology



Associate Degree In Applied Science





Hazard Community and Technical College

The Associate of Applied Science  
Degree in Medical Information Technology  
Guidelines

In order to receive this degree you must do the following:

Complete general education components (24-25 credit hours minimum in specified areas – Mathematics, Natural Sciences, Humanities/ Fine Arts, Writing/ Accessing Information)

Complete a computer literacy course.

Complete 27 credit hours of technical course work (Document Formatting, Microcomputer Applications, Office Procedures, Medical Office Procedures, and other).

Verify residency requirements – at least 25% of the approved curriculum credits (15 – 19 credit hours) must be completed at the institution granting the degree (degree total 65-67 credit hours) in one of the six options.

Develop learner degree completion plan.

Technical courses to be utilized in this degree will be taken from the list of approved technical courses at Hazard Community and Technical College.

There are various certificate options available ranging from 12-35 credit hours [Medical Unit Coordinator, Hospital Admissions Clerk, Medical Receptionist, and Medical Office Trainee].

\*Listing of General Education Requirements may be found in KCTCS catalog.

CERTIFICATES

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

### Medical Office Assistant Option

Technical or Support Courses

OST 213	Business Cal. for Office Prof. or Higher level math	3
OST 235	Business Communications Technology	3
OST 210	Advanced Word Processing Application	3
*OST 106	Introduction to Medical Transcription	3
*OSTL 106	Introduction to Medical Transcription Lab	1
OST 227	Medical Office Software	3
	Subtotal	16
	Total	41-48

### Medical Records Clerk Option

Technical or Support Courses

OST 210	Advanced Word Processing Application	3
OST 240	Software Integration <b>OR</b>	3
CIS 130	Microcomputer Applications	(3)
OST 235	Business Communication Technology	3
OST 227	Medical Office Software	3
	Subtotal	12
	Total	38-44

### Medical Insurance Coding Option

Technical or Support Courses

OST 204	Medical Coding	3
OST 205	Advanced Medical Coding	3
OST 213	Bus. Cal. for Office Prof. or Higher level math	3
OST 235	Business Communication Technology	3
OST 227	Medical Office Software	3
	Subtotal	15
	Total	41-47

### Medical Transcriptionist Option

Technical or Support Courses

OST 210	Advanced Word Processing Application	3
*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.

## Hazard Community and Technical College AAS Degree—Information Technology

### GRADUATION REQUIREMENTS

#### GENERAL EDUCATION

MT 105 Math for Business <b>OR</b>	3
MT 110 Applied Math <b>OR</b>	(3)
A Higher Level Mathematics Course	(3)
PY 110 General Psychology <b>OR</b>	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	<u>3</u>
Subtotal	<b>24-25</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 and Function <b>OR</b>	(4)
BIO 135 Basic Anatomy and Physiology with Laboratory <b>OR</b>	(4)
BIO 130 Aspects of Human Biology <b>OR</b>	(3)
BIO 137 Human Anatomy and Physiology I <b>AND</b>	(4)
BIO 139 Human Anatomy and Physiology II	(4)

#### TECHNICAL CORE

OST 110 Document Formatting and Word Processing	3
OST 160 Records and Database Management <b>OR</b>	3
OST 230 Medical Records and Data Management	(3)**
OST 210 Advanced Word Processing Application	3
OST 240 Software Integration <b>OR</b>	3
CIS 130 Microcomputer Applications	(3)
OST 103 Medical Office Terminology <b>OR</b>	3
AHS 115 Medical Terminology <b>OR</b>	(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 <b>OR</b>	3
OST 215 Office Procedures	(3)
OST 227 Medical Office Software	<u>3</u>
Subtotal	<b>27</b>
Total Credits	<b>51 – 52</b>

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

## Hazard Community and Technical College 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 <b>OR</b>	3
COE 199 Cooperative Education	(2)
Course Approved by Program Coordinator	<u>3</u>
<b>Subtotal</b>	<b>14 -15</b>
<b>Total Credits</b>	<b>65-67</b>

### 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 <b>OR</b>	3
COE 199 Cooperative Education	(2)
Course Approved by Program Coordinator	<u>3</u>
<b>Subtotal</b>	<b>14-15</b>
<b>Total Credits</b>	<b>65-67</b>

### MEDICAL RECORDS OPTION

ACT 101 Fundamentals of Accounting I	3
OST 295 Office Systems Technology Internship <b>OR</b>	3
COE 199 Cooperative Education	(2)
Courses Approved by Program Coordinator	<u>6-9</u>
<b>Subtotal</b>	<b>11-15</b>
<b>Total Credits</b>	<b>62-67</b>

### 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 <b>OR</b>	3
COE 199 Cooperative Education	(2)
Course Approved by Program Coordinator	<u>3</u>
<b>Subtotal</b>	<b>11-12</b>
<b>Total Credits</b>	<b>62-64</b>

## DIPLOMAS

### DIPLOMA GRADUATION REQUIREMENTS

#### General Education/Applied Academics

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

#### 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
<b>Subtotal</b>	<b>21</b>

### 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
OST 235 Business Communications Technology	3
OST 210 Advanced Word Processing Application	3
OST 240 Software Integration <b>OR</b>	3
CIS 130 Microcomputer Applications	(3)
*OST 106 Introduction to Medical Transcription	3
*OSTL 106 Introduction to Medical Transcription Lab	1
OST 227 Medical Office Software	3
Elective course	2
<b>Subtotal</b>	<b>24</b>
<b>Total</b>	<b>50-56</b>