

# MEDICAL INFORMATION TECHNOLOGY (MIT)

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## MIT 103 (3 credit hours)

### Medical Office Terminology

Introduces students to medical terminology including familiar elements, body systems, operative procedures, pharmacology, and methods of researching medical information including, but not limited to, names and descriptions of diseases and drugs. Lecture: 3 credits (45 contact hours).

**Attributes:** Course Also Offered in Modules, Technical

**Components:** LEC: Lecture

## MIT 104 (3 credit hours)

### Medical Insurance

Introduces students to the basics of medical insurance including: insurance terminology, various coding systems, government programs, and general insurance procedures. Lecture: 3 credits (45 contact hours).

**Pre- or co-requisite:** MIT 103 or AHS 115 or CLA 131.

**Attributes:** Technical

**Components:** LEC: Lecture

## MIT 106 (3 credit hours)

### Introduction to Medical Transcription

Provides experience in transcription of basic medical dictation: incorporating English usage, transcription skills, medical knowledge, and proofreading and editing skills while meeting progressively demanding accuracy and productivity standards. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** Computer Literacy course and OST 110 and (ENG 101 or OST 108) and (AHS 115 or CLA 131 or MIT 103).

**Attributes:** Technical

**Components:** LEC: Lecture

## MIT 204 (3 credit hours)

### Medical Coding

Develops medical coding skills using government mandated coding systems as applied. Includes other reimbursement methods and medical insurance concepts. Lecture: 3 credits (45 contact hours).

**Pre- or co-requisite:** MIT 104, BIO 135 or Equivalent.

**Attributes:** Technical

**Components:** LEC: Lecture

## MIT 205 (3 credit hours)

### Advanced Medical Coding

Applies advanced coding rules for various coding systems and applies the rules to code patient services for a variety of payment systems emphasizing payment fraud and/or abuse. Lecture: 3 credits (45 contact hours).

**Pre-requisite:** MIT 204 or MBS 120.

**Attributes:** Technical

**Components:** LEC: Lecture

## MIT 206 (3 credit hours)

### Medical Transcription

Applies advanced concepts of medical transcription and provides advanced practice. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** MIT 106 or Consent of Instructor.

**Attributes:** Technical

**Components:** LEC: Lecture

## MIT 208 (3 credit hours)

### Inpatient Coding

Designed for students who have completed an entry-level coding course and are ready to move into more advanced hospital coding. Emphasizes inpatient coding using current government mandated coding systems.

Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** MIT 204.

**Attributes:** Technical

**Components:** LEC: Lecture

## MIT 212 (1 credit hours)

### Medications

Introduces the student to Pharmacology; the most commonly used drugs, their names, and classification; and drug reference books while stressing spelling. Lecture: 1.0 credit (15 contact hours).

**Pre-requisite:** (MIT 103 or AHS 115 or CLA 131) or Consent of Instructor.

**Attributes:** Technical

**Components:** LEC: Lecture

## MIT 217 (3 credit hours)

### Medical Office Procedures

Provides a working knowledge of the duties required in a medical office. Includes professional and career responsibilities, interpersonal communication, administrative responsibilities, and financial administration. Lecture: 3 credits (45 contact hours).

**Pre- or co-requisite:** OST 110 or CIT 105 or OST 105 or consent of instructor.

**Attributes:** Technical

**Components:** LEC: Lecture

## MIT 219 (3 credit hours)

### Coding Exam Preparation

Designed to prepare medical coding students to take a certifying exam to become a professional outpatient coder. Includes outpatient coding cases and review of medical terminology, basic anatomy, basic pathophysiology, reimbursement issues, and advanced coding guidelines for government mandated coding systems. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** (MIT 204 and MIT 205) or MBS 120.

**Attributes:** Course Also Offered in Modules, Technical

**Components:** LEC: Lecture

## MIT 224 (3 credit hours)

### Medical Practice Management

Introduces students to medical practice management from roles of staff members in healthcare to skills and responsibilities of the manager in relation to compliance and regulatory agencies. It identifies the requirements of managing the revenue cycle, compliance regulations, human resources, health information, and the general business processes. Lecture: 3 credits (45 contact hours).

**Pre- or co-requisite:** MIT 230, MIT 217, MIT 104.

**Attributes:** Technical

**Components:** LEC: Lecture

**MIT 227 (3 credit hours)****Medical Office Software**

Provides a working knowledge of computer medical practice management software in a simulated medical office setting. Prepares medical practice and office professionals to efficiently use practice management software in managing the operational, patient and financial data in medical offices and hospital environment utilizing hands on computer applications. Covers medical practice software skills including appointment scheduling, patient registration, procedure posting, electronic payment posting, patient billing and collections, report generation and file maintenance. Enables students to process insurance claim forms and complete electronic billing cycle using current medical billing software. Focus on accuracy is emphasized. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** MIT 104 & MIT 217.

**Attributes:** Technical

**Components:** LEC: Lecture

**MIT 228 (3 credit hours)****Electronic Medical Records**

Provides a working knowledge of computerized medical records software used in a variety of healthcare facilities. Lecture: 3 credits (45 contact hours).

**Pre-requisite:** MIT 217.

**Attributes:** Technical

**Components:** LEC: Lecture

**MIT 230 (3 credit hours)****Medical Information Management**

Identifies and applies rules and regulations of medical filing systems and procedures. Emphasizes management of both hard copy and magnetic media using alphabetic, numeric, chronologic, and color-coded filing systems. Concepts mastered for file retention and archiving. Discusses legal and ethical aspects of medical records. Lecture: 3 credits (45 contact hours).

**Pre- or co-requisite:** Computer Literacy Course.

**Attributes:** Technical

**Components:** LEC: Lecture

**MIT 240 (3 credit hours)****Medical Interpreter-Lecture**

Prepares students who are bilingual to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Emphasizes the roles and responsibilities of a health care interpreter; application of knowledge of common medical conditions, treatments, and procedures in communication through verbal and written methods; insight in language and cultural nuances for specific communities; development of skills to work with the patient and the healthcare team. Lecture: 3 credits (45 contact hours)

**Pre- or co-requisite:** (ENG 101 AND MIT 103 AND (BIO 135 OR (BIO 137 AND BIO 139))) Or Instructor Consent.

**Attributes:** Technical

**Components:** LEC: Lecture

**MIT 241 (1 credit hours)****Medical Interpreter-Laboratory**

Provides practical supervised medical interpreting experience in a clinical or similar setting. Applies strategies and skills to facilitate the success of patient-healthcare provider interaction. Reviews and evaluates patient-healthcare provider interactions for clarity, efficacy, and adherence to a code of ethics reflecting national standards. Laboratory: 1 credit (30 contact hours).

**Pre- or co-requisite:** MIT 240 OR Instructor Consent.

**Attributes:** Technical

**Components:** LAB: Laboratory

**MIT 250 (3 credit hours)****Legal Issues in Medical Information Management**

Includes concepts and principles of law, legal principles, ethics, and issues that govern medical information management and patient health records & information. . Covers legal and ethical issues as related to legal documents, health data, legal concepts, security, privacy, and current trends in health legislation. Lecture: 3 credits (45 contact hours).

**Attributes:** Technical

**Components:** LEC: Lecture

**MIT 295 (3 credit hours)****Medical Information Technology Capstone**

Enhances the student's transition from class to work by providing unpaid learning activities related to the MIT field. Integrates work experience with academic instruction. Includes an internship, field experiences, and/or simulated work experiences in which the student applies previously or concurrently learned concepts to practical work situations within the MIT field. Lecture: 1 credit (15 contact hours). Practicum: 2 credits (120 credit hours).

**Pre-requisite:** Consent of Program Coordinator.

**Attributes:** Technical

**Components:** LEC: Lecture, PCM: Practicum