MEDICAL RECORDS SPECIALIST - DIPLOMA

Offered at: Ashland Community and Technical College, Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Hazard Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Maysville Community and Technical College, Somerset Community College, West Kentucky Community and Technical College

Program Plan Number: 5107164069

May be available completely online. Please check with your academic advisor.

Course	Title	Credits
General Education/Applied Academics		
BIO 135	Basic Anatomy and Physiology with Laboratory [1]	4
ENG 101	Writing I	3
Subtotal		7
Technical or Support Courses		
OST 105	Introduction to Information Systems	3
or CIT 105	Introduction to Computers	
OST 110	Word Processing Applications	3
OST 235	Business Communications Technology	3
OST 240	Advanced Microsoft Applications	3
or CIT 130	Productivity Software	
MIT 103	Medical Office Terminology	3
or AHS 115	Medical Terminology	
or CLA 131	Medical Terminology from Greek and Latin	
MIT 104	Medical Insurance	3
MIT 217	Medical Office Procedures	3
MIT 227	Medical Office Software	3
MIT 228	Electronic Medical Records	3
MIT 230	Medical Information Management	3
MIT 295	Medical Information Technology Capstone	3
Subtotal		33
Total Credits		**40**

[1] Students can fulfill the Biology requirement with both BIO 137 Human Anatomy and Physiology I with Laboratory (4 credit hours) and BIO 139 Human Anatomy and Physiology II with Laboratory (4 credit hours).