

# MEDICAL UNIT COORDINATOR - CERTIFICATE

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**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, Madisonville Community College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southcentral Kentucky Community and Technical College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College

**Program Plan Number:** 5107163019

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

## Curriculum Effective Spring Semester

Course	Title	Credits
OST 105	Introduction to Information Systems	3
or CIT 105	Introduction to Computers	
BIO 135	Basic Anatomy and Physiology with Laboratory <sup>1</sup>	4
ENG 101	Writing I	3
Select one of the following two options:		3
OST 110	Word Processing Applications	
Course Approved by Program Coordinator <sup>2</sup>		
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 224	Medical Practice Management	3
MIT 228	Electronic Medical Records	3
MIT 230	Medical Information Management	3
<b>Total Credits</b>		<b>31</b>

<sup>1</sup> 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).

<sup>2</sup> Courses Approved by the Program Coordinator Suggestions: Any MIT course, BAS course, OST course, ACC/ACT course, CIT course, COM course, AHS course, WPP course or NAA 100.