

**SOUTHEAST KENTUCKY COMMUNITY & TECHNICAL COLLEGE
MEDICAL INFORMATION TECHNOLOGY
CERTIFICATES**

Medical Unit Coordinator

- ___ (3) BSL109 Aspects of Human Biology **OR**
- (3) HEA110 Anatomy & Physiology **OR**
- (4) BSL107 Basic Anatomy and Physiology w/Lab **OR**
- (4) BSL110 Human Anatomy and Physiology I **AND**
- (4) BSL111 Human Anatomy and Physiology II
- ___ (3) OST108 Editing Skills for Office Professional **OR**
- (3) ENG101 Writing I
- ___ (3) OST110 Document Formatting and Word Processing
- ___ (3) OST160 Records and Database Management **OR**
- (3) OST230 Medical Records and Data Management
- ___ (3) OST103 Medical Office Terminology **OR**
- (3) AHS 115 Medical Terminology **OR**
- (3) CLA131 Medical Terminology from Greek & Latin
- ___ (3) OST104 Introduction to Medical Insurance
- ___ (3) OST106 Introduction to Medical Transcription
- ___ (3) OST217 Medical Office Procedures **OR**
- (3) OST215 Office Procedures
- ___ (3) OST227 Medical Office Software
- ___ (3) Computer Literacy
- Total 30-35**

Hospital Admissions Clerk

- ___ (3) OST108 Editing Skills for Office Professional **OR**
- (3) ENG101 Writing I
- ___ (3) OST110 Document Formatting and Word Processing
- ___ (3) OST235 Business Communications Technology
- ___ (3) OST160 Records and Database Management **OR**
- (3) OST230 Medical Records and Data Management
- ___ (3) OST103 Medical Office Terminology **OR**
- (3) AHS 115 Medical Terminology **OR**
- (3) CLA131 Medical Terminology from Greek & Latin
- ___ (3) OST104 Introduction to Medical Insurance
- ___ (3) OST217 Medical Office Procedures **OR**
- (3) OST215 Office Procedures
- ___ (3) OST227 Medical Office Software
- ___ (3) Computer Literacy
- Total 27**

Medical Receptionist

- ___ (3) OST108 Editing Skills for Office Professional **OR**
- (3) ENG101 Writing I
- ___ (3) OST110 Document Formatting and Word Processing
- ___ (3) OST160 Records and Database Management **OR**
- (3) OST230 Medical Records and Data Management
- ___ (3) OST103 Medical Office Terminology **OR**
- (3) AHS 115 Medical Terminology **OR**
- (3) CLA131 Medical Terminology from Greek & Latin
- ___ (3) OST217 Medical Office Procedures **OR**
- (3) OST215 Office Procedures
- ___ (3) Computer Literacy
- Total 18**

Medical Office Trainee

- ____ (3) OST110 Document Formatting and Word Processing
- ____ (3) OST160 Records and Database Management **OR**
 - (3) OST230 Medical Records and Data Management
- ____ (3) OST103 Medical Office Terminology **OR**
 - (3) AHS 115 Medical Terminology **OR**
 - (3) CLA131 Medical Terminology from Greek & Latin
- ____ (3) Computer Literacy

Total 12

**2004-05 Catalog
Work Sheet Only**