CERTIFICATE
MEDICAL INFORMATION TECHNOLOGY
ELECTRONIC HEALTH RECORDS SPECIALIST

Program Description

Thank you for your interest in the Electronic Health Records Specialist Certificate in the Medical Information Technology program. The Medical Information Technology program is an integrated curriculum that prepares graduates at the certificate, diploma, and associate degree levels. Students in the Medical Information Technology program learn to work with health care professionals, patients, processes, and technology in a non-clinical capacity in a variety of health care settings. Medical Information Technology graduates prepare medical records and reports, maintain files, order supplies, perform accounting procedures, work with medical insurance and coding, and receive patients. They use a variety of office technology and computer-based applications (word processing, electronic mail, desktop publishing, graphics, databases, spreadsheets, and medical office software). Program graduates are employed by professional medical practices, clinics, hospitals, long-term care facilities, home health agencies, health insurance companies, and billing companies. Job titles may include Medical Administrative Assistant, Medical Office Assistant, Medical Office Manager, Medical Insurance Coder, Medical Biller, Medical Transcriptionist, Medical Unit Coordinator, Medical Records Clerk, Hospital Admissions Clerk, and Medical Receptionist. Technical or support courses combined with general education/applied academics prepare students for today's workforce and provide a basis for lifelong learning. Students enrolled in the degree or diploma programs are required to complete an internship or cooperative work experience in a health care office environment in their final semester. Students enrolled in the Medical Information Technology program must achieve a minimum grade of "C" in all courses.

Colleges

The Hospital Admissions Clerk Certificate is currently offered at Big Sandy Community & Technical College, Bluegrass Community & Technical College, Bowling Green Technical College, Elizabethtown Community & Technical College, Gateway Community & Technical College, Hazard Community & Technical College, Jefferson Community & Technical College, Maysville Community & Technical College, Owensboro Community & Technical College, Somerset Community College, and Southeast Kentucky Community & Technical College. One of these colleges must be designated as your Home College because only a Home College can confer a credential (certificate, diploma, or degree). Even though the courses may be delivered by different KCTCS colleges, the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org. KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at http://www.kctcs.edu/Students/Distance_Learning.aspx.

Competencies:

1. Demonstrate knowledge of the practices and procedures of current office concepts with emphasis given to the electronic office.
2. Use appropriate techniques and procedures in the management of records within an office setting.
3. Identify and apply rules and regulations of medical filing systems and procedures using manual and electronic filing systems.
4. Use a computer system to produce accurate documents in a specified amount of time.
5. Exhibit effective human relations skills, initiative, and professional attitude.

Course Requirements

Here is a listing of the courses involved in this certificate program. There may be additional courses that meet these requirements. Please check the current course catalog and online course schedule for additional information and offerings. The entire program may be completed online. Some faculty may require proctored exams. Approved proctored sites are listed at www.kctcs.edu/distancelearning under student services.

Electronic Health Records Specialist

MIT	103	Medical Office Terminology OR	3
AHS	115	Medical Terminology OR	(3)
CLA	131	Medical Terminology from Greek & Latin	(3)
MIT	104	Medical Insurance	3
OST	110	Document Formatting and Word Processing	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
OST	240	Software Integration OR	3
CIT	130	Productivity Software	(3)
OST	105	Introduction to Information Systems OR	3
CIT	105	Introduction to Computers	(3)
		Course Approved by Program Coordinator	1-3
		Total	**28-30**

Helpful links:

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx
CALENDAR: http://www.kctcs.edu/Students/Distance_Learning/Calendar.aspx
CONTACTS: http://kctcs.edu/distancelearning/DLPeerTeam.htm
COURSES: http://www.kctcs.edu/Students/Distance_Learning/Online_Courses.aspx
FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx
GETTING STARTED: http://www.kctcs.edu/Students/Distance_Learning/Getting_Started.aspx
STUDENT TUTORIAL: http://www.kctcs.edu/Students/Distance_Learning/Tutorials.aspx
KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/

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