Business Information Technology
Medical Information Technology
Certificate
Program Requirements
2011-2012

Student Name _____

Student ID _____

Certificate Program Description The Medical Information Technology Certificate (MIT) is an introductory program designed for those who seek entry-level employment in the Medical Office field, as well as those currently employed in the medical field who seek additional training. Medical Information Technology courses provide introductory study of medical careers, law/ethics, terminology, documentation, billing/coding, healthcare, and computer applications.

Employment opportunities for MIT Certificate graduates may be found in settings such as physician's practices, medical clinics, surgical centers, hospitals, insurance companies, managed care organizations, long-term-care facilities, and home-health agencies. These settings provide a variety of administrative support positions including medical receptionist, patient registration clerk, medical records clerk, patient accounts representative, medical billing specialist, medical claims clerk, and insurance claims processor.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at http://catalog.edcc.edu.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements The *Medical Administrative Assistant* **Certificate** requires successful completion of a minimum of **44** credits as outlined; the *Medical Billing Specialist* **Certificate**, a minimum of **44** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Medical Billing Certificate graduates may be eligible to transfer credits to an accredited Health Information Management degree program in Washington State. Contact an advisor for more information.

Students are advised to
- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/

Advisers The advisers for this program are

Gisela Dicklin	gdicklin@edcc.edu	425-640-1504
Kim Haines	kim.haines@edcc.edu	425-640-1293
Jackie Kulbel	jkulbel@edcc.edu	425-640-1051
Teri Odegard	todegard@edcc.edu	425-640-1634
Kathie Richer	kricher@edcc.edu	425-640-1242

College Resources

Department Website	http://bstec.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http:// bookstore.edcc.edu

Student Name _____

Student ID _____

Course				Qtr	Credit	Grade
Medical Administrative Assistant Certificate (44 credits)						
I. Program Requirements (34 credits)						
BSTEC	104	Medical Terminology		_____	3	_____
BSTEC	106	Medical Billing		_____	5	_____
BSTEC	107	Business English		_____	5	_____
BSTEC	109	Word Processing (Word)		_____	5	_____
BSTEC	112	Medical Document Processing		_____	3	_____
BSTEC	115	Medical Law and Ethics		_____	3	_____
BSTEC	130	Computer Fundamentals **OR**		_____	__	_____
CIS	100	Introduction to Business Computing		_____	5	_____
BSTEC	206	Introduction to Medical Records		_____	5	_____
II. Career Management Skills * (7 credits)						
BSTEC	294	Career Management **		_____	3	_____
BUS	290	Professional Development Seminar		_____	1	_____
BUS	291	Business Internship		_____	3	_____
III. Electives - to complete 44 credits (see adviser for course selection)						
ACCT	101	Accounting Fundamentals		_____	5	_____
BSTEC	120	Ten-Key Applications		_____	4	_____
BSTEC	222	Database (Access)		_____	5	_____
BSTEC	233	Dental Office Management		_____	5	_____
BSTEC	224	Spreadsheet (Excel)		_____	5	_____

565G   **Adviser's Signature** _____   **Date** _____

Course				Qtr	Credit	Grade
Medical Billing Specialist Certificate (44 credits)						
I. Program Requirements (37 credits)						
AHE	110	The Human Body: Structure/Function **OR**		_____	__	_____
BIOL&	175	Human Biology		_____	5	_____
BSTEC	104	Medical Terminology		_____	3	_____
BSTEC	106	Medical Billing		_____	5	_____
BSTEC	115	Medical Law and Ethics		_____	3	_____
BSTEC	116	Advanced Terminology and Anatomy		_____	3	_____
BSTEC	118	ICD-9-CM Coding		_____	5	_____
BSTEC	153	Pharmacology		_____	3	_____
BSTEC	206	Introduction to Medical Records		_____	5	_____
BSTEC	218	CPT Coding		_____	5	_____
II. Career Management Skills * (7 credits)						
BSTEC	294	Career Management **		_____	3	_____
BUS	290	Professional Development Seminar		_____	1	_____
BUS	291	Business Internship		_____	3	_____
III. Electives (see adviser for course selection)						
ACCT	101	Accounting Fundamentals		_____	5	_____
BSTEC	109	Word Processing (Word)		_____	5	_____
BSTEC	120	Ten-Key Applications		_____	4	_____
BSTEC	233	Dental Office Administration		_____	5	_____

529D   **Adviser's Signature** _____   **Date** _____

Recommended

    HIV/AIDS and CPR Certification

Explanatory Notes

    Review the college catalog for required course prerequisites

  *   These classes should be taken within the last two quarters of your program

  ** This course should be taken prior to BUS 290/291

_____ _____ _____ _____
Adviser's Signature   Date   Dean's Signature   Date