ONLINE LEARNING

All required courses for MIT degrees, diplomas, and certificates are offered online through the Kentucky Virtual Campus (KYVC). With a personal computer and Internet connection, you can earn a degree, diploma, or certificate from the comfort and convenience of your home. Online (distance learning) courses allow you to continue to work and meet personal and family responsibilities while pursuing your education.

Students typically study (depending on program selected):

- Human Biology
- Medical Terminology
- Medical Insurance
- Medical Coding*
- Medical Transcription
- Editing Skills
- Business Math
- Accounting
- Computer Technology
- Word Processing
- Medical Office Software
- Medical Office Procedures
- Records Management
- Business Communications
- Desktop Publishing

*Students who wish to sit for the American Academy of Professional Coders (AAPC) certifying exam to earn the Certified Professional Coder (CPC) credential may take an additional coding course in preparation for the exam.

HOW TO CONTACT US

Apply online at:
http://www.applyweb.com/apply/kctcs/
or at any of our BCTC campuses.

Cooper Campus
470 Cooper Drive
Lexington, KY 40506
859-246-6200

Leestown Campus
164 Opportunity ay
Lexington, KY 40511
859-246-6200

Danville Campus
59 Corporate Drive
Danville, KY 40422
859-239-7030

Regency Campus
2659 Regency Road
Lexington, KY 40503
859-246-6555

Winchester Campus
36 Wheeler Avenue
Winchester, KY 40391
859-737-3098

Lawrenceburg Campus
1500 Bypass North, US 127
Lawrenceburg, KY 40342
502-839-8488

Admissions Office
859-246-6210
Toll free at 1-866-774-4872, ext. 56210

Web Site: www.bluegrass.kctcs.edu

For additional information, contact Karen Dearborn in the Distance Learning Office at our Leestown Campus at 859-246-6603 or via email at karen.dearborn@kctcs.edu.

COLLEGE ACCREDITATION

Bluegrass Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404-679-4501) to award associate degrees.

BCTC is an equal opportunity institution.
Students in the Medical Information Technology (MIT) program learn to work with health care professionals, patients, processes, and technology in a non-clinical role in a variety of health care settings. Technical or support courses and applied academic programs prepare students for today's work-force and provide a basis for lifelong learning.

Laboratory and classroom experiences are combined to prepare graduates for careers in professional medical practices, clinics, hospitals, long-term care facilities, home health agencies, health insurance companies, and medical billing companies. Degree and Diploma students are required to complete an internship or cooperative work experience in a health care office environment in their final semester.

MIT graduates prepare medical records and reports, file medical insurance claims, work with diagnostic and procedural coding, perform accounting activities, maintain files, order supplies, 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).

Job titles may include medical administrative assistant, medical office assistant, medical office manager, medical unit coordinator, medical insurance coder, medical biller, medical transcriptionist, medical records clerk, hospital admissions clerk, and medical receptionist.

Salaries vary from rural to urban regions in Central Kentucky with a typical entry-level pay rate up to $14.00 per hour.

The MIT program offers an associate in applied science (AAS) degree (2 years), a diploma (18 months), and a certificate (1-2 semesters) in the following areas of study:

AAS degrees:
- Administrative Option
- Insurance Coding Option
- Medical Records Option
- Medical Transcription Option

Diplomas:
- Medical Administrative Assistant
- Medical Office Assistant
- Medical Insurance Coding
- Medical Records Clerk
- Medical Transcriptionist

Certificates:
- Medical Unit Coordinator
- Hospital Admissions Clerk
- Medical Receptionist
- Medical Office Trainee