Business Information Technology
Medical Information Technology
Associate of Technical Arts Degree
Program Requirements
2011-2012

Student Name_____

Student ID _____

ATA Degree Program Description The Associate of Technical Arts Degree in Medical Information Technology is a program for students who completed a *Medical Administrative Assistant* or *Medical Billing* Certificate. This degree consists of a combination of medical knowledge, and business and computer applications designed to prepare the graduate for employment as a coder/technician or manager/supervisor in a medical clinic, hospital, ambulatory health care facility, skilled nursing facility, state or federal health agency, law and insurance firms, pharmaceutical companies, and medical product vendors.

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 **ATA Degree** requires successful completion of a minimum of **90** credits consisting of a selected Certificate in *Medical Administrative Assistant* (44 credits) or *Medical Billing Specialist* (44 credits) **AND** general education and program requirements 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.

General Education/Related Instruction Requirements Students who complete degrees or certificates of 45 credits or more are required to demonstrate learning in the following general education/related instruction areas: communication, computation/quantitative skills, and human relations/group interaction.

Cultural Diversity Edmonds Community College requires that students earning a degree or certificate of 45 credits or more meet the Cultural Diversity Requirement. Courses that satisfy this requirement are marked as ":CD" on the requirement sheet and/or "Meets Cultural Diversity Requirement" in the quarterly class schedule.

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 _____

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To earn the MIT Degree, in addition to completing the **_Medical Administrative Assistant Certificate_ or** the **_Medical Billing Specialist Certificate_**, students will complete

Medical Information Technology Degree (90 credits)

Course			Qtr	Credit	Grade

I. General Education/Related Instruction Requirements (19 credits minimum)

Communication Skills (10 credits)

BSTEC	110	Business Communications:CD	_____	5	_____
BSTEC	245	Advanced Business Communications	_____	5	_____

Computation/Quantitative Skills (4 credits minimum)

ACCT	101	Accounting Fundamentals *	_____	5	_____
BSTEC	120	Ten-Key Applications	_____	4	_____
BUS	130	Business Math	_____	3–5	_____

Group Interaction/Human Relations Skills (5 credits)

BSTEC	260	Leadership and Management:CD	_____	5	_____

II. Program Requirements (to complete 90 credits)

Required Courses (10 credits)

BSTEC	222	Database (Access)	_____	5	_____
BSTEC	224	Spreadsheet (Excel)	_____	5	_____

(to complete 90 credits)

AHE	110	Human Body: Structure and Function	_____	5	_____
AHE	115	CPR: Allied Health	_____	1	_____
AHE	116	Introduction to Healthcare	_____	4	_____
ANTH&	215	Bioanthropology:CD	_____	5	_____
BIOL&	175	Human Biology	_____	5	_____
BIOL	150	Biology of Human Disease	_____	5	_____
BSTEC	107	Business English	_____	5	_____
BSTEC	109	Word Processing (Word)	_____	5	_____
BSTEC	118	ICD-9-CM Coding *	_____	5	_____
BSTEC	213	Advanced Word Projects	_____	4	_____
BSTEC	218	CPT Coding *	_____	5	_____
BSTEC	225	Advanced Excel Projects	_____	5	_____
BSTEC	233	Dental Office Administration	_____	5	_____
HLTH	100	Contemporary Health	_____	3	_____
HLTH	205	Emergency Response/Recertification	_____	2	_____
MGMT	122	Customer Relations Management	_____	3	_____

Recommended

HIV/AIDS and CPR Certification

Explanatory Notes

  *   Required courses for the Medical Billing Specialist ATA Degree

529T - Medical Information Technology Degree with Medical Administrative Assistant Certificate

529U - Medical Information Technology Degree with Medical Billing Specialist Certificate

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

PGM Code –529T, 529U
Effective summer 2011   **Rev: 02/11**
 This requirement sheet is not a substitute for meeting with an academic adviser. Meeting the requirements to graduate with an Edmonds
Community College certificate or degree is ultimately the responsibility of the student.