

# Medical Information Technology

## ORIENTATION

### Welcome to the MIT Program!!!

Medical Information Technology graduates prepare medical records and reports, maintain paper and electronic files, order supplies, perform accounting procedures, work with medical insurance and coding, and receive patients in a variety of health care settings. Some of the degree tracks include Medical Administrative, Medical Coding, Electronic Medical Records, Medical Office Management, and Medical Transcription/Scribe.

Although MIT students can complete more than one degree track, only one track can be applied for in PeopleSoft through the Student Self-Service Center. Once a track is completed, a student must go to the ECTC Records Office to apply for a second track. The student also needs to contact the Financial Aid Office.

#### ADVISORS

Students are assigned an advisor by the ECTC Advising Center. Lisa Cantrell will be the advisor for all MIT students whose home campus is ECTC; if your home campus is located at Ft. Knox, Springfield, or Leitchfield, you will be assigned an advisor from those campuses. Ms. Cantrell's email address is [lisa.cantrell@kctcs.edu](mailto:lisa.cantrell@kctcs.edu) and her office is located in Room 151E, Academic Technical Building.

#### CURRICULUM

Curriculum is determined by a state-wide committee. Curriculum sheets that list the course requirements for each certificate, diploma, and degree are available from your advisor.

The current KCTCS catalog (in the Academic Curricula section for Medical Information Technology) states: "progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale)."

Students majoring in Medical Information Technology who entered Elizabethtown Community and Technical College **January of 2007 or after** are expected to have a "C" or better in all of the general education and technical courses in the MIT program in order to graduate with the Associate in Applied Science Degree in Medical information Technology or receive diplomas or certificates in the program.

## ONLINE COURSEWORK

The entire MIT program is offered online. All general education classes (e.g. English, quantitative reasoning (math), natural science, heritage/humanities, oral communications, social and behavioral science, and digital literacy) can be taken on campus.

## CREDIT FOR PREVIOUS EDUCATION AND WORK EXPERIENCE

A student wishing to test out of a class (receive credit by passing a comprehensive exam) should do so prior to registration in order to register for the correct classes. A student must pass a special exam to test out of a class that is a prerequisite for an advanced class before enrolling in the advanced class. Discuss the possibility with your advisor. See the student handbook for details regarding taking special exams. For a specific schedule of test dates, see your program advisor or personnel in the Assessment Center.

## PHI BETA LAMBDA (PBL)

PBL is a student organization that provides an excellent opportunity for members to develop leadership skills and gain experience and knowledge about the business world. This group gives students the opportunity to make job contacts, conduct meetings, and compete on the state and national levels with students from other colleges and universities. Membership dues are \$20 per academic school year (National \$10, State \$7, and Chapter \$3). For more information, see one of the PBL advisors (Revel Metzger [revel.metzger@kctcs.edu](mailto:revel.metzger@kctcs.edu) or JoNell Henderson [jhenderson0161@kctcs.edu](mailto:jhenderson0161@kctcs.edu)).

## PROFESSIONALISM

Students in the MIT program are expected to act in a professional manner at all times. Your instructors may be asked to provide references for you prior to employment. Part of becoming a professional involves developing and maintaining a good work ethic, which involves honesty. With the technology of the workplace, employees have more opportunities to access information that does not belong to them. In a work environment, an employee caught “cheating” or “stealing” would usually be dismissed. Students should view their school experience just as they would their job.

Students are expected to complete assignments on their own. Sharing work between students is strictly prohibited. If a student is suspected of cheating, the instructor will follow the procedure detailed in the Code of Student Conduct.

## EQUIPMENT USAGE/COMPUTER ACCEPTABLE USE POLICY

Equipment is for **school business only**. Computers and printers are not to be used for personal business. When using printers, please print efficiently to save paper; for example, when printing PowerPoints, print six (6) slides per page. Friends and family members are not allowed to accompany students into the computer labs/classrooms. **Students must abide by the terms and conditions of the Computer Acceptable Use Policy for Elizabethtown Community and Technical College**, which can be found at <http://publicsearch.kctcs.edu/policies/admin%20policies/4-2-5.pdf>.

## **EMAIL ADDRESSES**

Students are provided with a KCTCS email address. Students will be expected to check their email regularly for messages from instructors and/or administrative offices, to include KCTCS. Examples of such information may include grades, schedule information, billings, etc. This address is now required in order to log on to any computer in the classrooms and labs. Personal email accounts should be used only for school business while in school computer labs. No student should check email during a scheduled class unless it is part of the instruction for that class meeting.

## **BOOKS**

Students who purchase books in advance should not remove the cellophane or write in the books until the class has met and you are completely sure it is the correct book. Otherwise, you may not be able to return the books for a refund. Students may return books the first week of classes.

The bookstore is located on the first floor of the Regional Post Secondary building. A limited number of used books may also be available at the bookstore. A schedule of bookstore hours was included in your overall school orientation. Please advise your professor if a required text is not available at the bookstore.

## **STUDENT CODE OF CONDUCT**

Students are expected to comply with the Student Code of Conduct referred to in the Student Handbook. Complete copies of the Student Code of Conduct are available in Student Affairs and at the ECTC website.

## **SMOKING, FOOD, DRINKS**

Effective January 2015 ECTC will be a tobacco-free campus.

There will be absolutely no food or drinks allowed in the computer labs/classrooms on campus. This includes candy, chips, water, sodas, etc. If a student is caught with these items, they may be asked to leave the lab/classroom.

## **INTERNSHIP**

The Medical Information Technology Capstone Internship course (MIT 295) is completed during the student's last semester of study (fall or spring semester—MIT 295 is not offered in the summer). Elizabethtown Community & Technical College students must meet with their advisor during advance registration in the fall or spring semester prior to the semester in which they wish to take MIT 295. This is essential in order to determine enrollment eligibility and allow time for placement of the students.

Since hands-on or practical work experience makes skills more marketable, students in the diploma and degree areas must participate in the internship program. Students are required to complete 120 hours of office work. Internship sites must be approved by the internship instructor, Ms. Lisa Cantrell. Internship positions may be paid or unpaid, depending on the employer's discretion. There is paperwork that the student must sign and have signed by their supervisor and returned to be filed with the coordinator.

Students entering the MIT program need to realize that many of the positions where they will be completing their Internship or other employment positions may require a criminal background check, drug testing, a current immunization record, etc. It will generally be the student's responsibility to take care of those and there may be associated fees.

Each student enrolling in MIT 295 may be required to have a state background check. Instructions regarding this will be covered in the course syllabus. In addition, each student will have an \$11 fee assessed to their student account for professional liability insurance.

\*If an internship work site is not available, a medical office simulation textbook packet must be purchased from the ECTC Barnes and Nobel Bookstore and completed by the end of the semester. (Refer to the MIT 295 course syllabus for more details.)

## **CERTIFICATION EXAMS**

Graduates completing any of the MIT tracks may be interested in taking one of the national certification exams listed below. Study guides, exam fees, and testing sites are available at their websites.

1. CEHRS (Certified Electronic Health Record Specialist) through NHA (National Healthcareer Association)
2. CMAS (Certified Medical Administrative Specialist) and CMAA (Certified Medical Administrative Assistant) through NHA (National Healthcareer Association)
3. CPC (Certified Professional Coder) through the AAPC (American Association of Professional Coders)
4. CBCS (Certified Billing and Coding Specialist) through NHA (National Healthcareer Association)
5. CPPM (Certified Physician Practice Management) through the AAPC (American Association of Professional Coders)
6. CMT (Certified Medical Transcriptionist) through the AHDI (Association for Healthcare Documentation Integrity)
7. CMSS (Certified Medical Scribe Specialist) through the ACCIM (American College of Clinical Information Managers)

\*Students planning to take the CPC certification may choose to take MIT 219 (Coding Exam Preparation) as a program approved course in the curriculum.

## **INCLEMENT WEATHER**

In the event that school has to close for all or part of a day due to inclement weather, students may choose to either check the ECTC website for information or sign up for SNAP alert on your cell and/or home phone.

## **LOOKING FOR EMPLOYMENT**

Students seeking employment (current as well as graduates) should go to the ECTC website and search for Career Services. Career Services provides assistance with building a professional resume, providing tips for a successful interview, and providing resources for full-time and part-time employment. One of the main services includes assisting students with their career pathway and helping them declare a major. Please contact Ms. Jerisia Lamons, ECTC career counselor, at (270) 706-8841.