Elizabethtown Community & Technical College

Administrative Office Technology/Medical Information Technology

<u>ORIENTATION</u>

> # Welcome to the AOT/MIT Programs
> # at Elizabethtown Community and Technical College!!!

We are pleased to offer two programs encompassing a wide variety of courses that make it possible for you to obtain not only degrees, but also diplomas and certificates in the career area you have chosen. The departments are Administrative Office Technology and Medical Information Technology. Students pursuing a certificate, diploma, or degree in the administrative office field will follow the AOT (formerly OST) curriculum, and those pursuing a certificate, diploma, or degree in the medical office field will follow the MIT curriculum. Your advisor will work with you to ensure that you are following the correct program of study.

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 Student Services. These advisors are located as follows:

Advisor	**E-mail addresses**	**Office**
Ms. Lisa Cantrell	lisa.cantrell@kctcs.edu	151E ATB
Ms. Judy Hart	judy.hart@kctcs.edu	151B ATB
Ms. Revel Metzger	revel.metzger@kctcs.edu	115A JSO

Most classes in the AOT/MIT programs are taught in the Academic Technical Building. Labs are open for student use in the Academic Technical Building according to the lab schedules posted on the classroom doors in the AOT/MIT area.

CURRICULUM
Curriculum for both programs 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.

Medical Information Technology students: 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.

Administrative Office Technology students: The current KCTCS catalog (in the Academic Curricula section for Administrative Office Technology) states: "progression in the Administrative Office Technology program is contingent upon achievement of a grade of "C" or better in all OST courses.

ONLINE COURSEWORK

Although online courses are convenient and sometimes necessary due to scheduling conflicts, the instructors in this program recommend taking as many AOT/MIT courses on campus as possible. This gives us the opportunity to become acquainted with you and gives you the opportunity to network with us. This interaction may prove invaluable for students should they request letters of recommendation, etc. from faculty members.

We understand students are concerned about commuting expenses. By working with your advisor, you should be able to get a MW or TR schedule most semesters in order to complete your degree.

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)

Phi Beta Lambda is a student organization that provides an excellent opportunity to develop leadership skills and gain experience and knowledge about the business world. PBL gives students the opportunity to make job contacts, conduct meetings, and compete on the state and national levels with students from other technical colleges, community colleges, and universities. Membership dues are $20 per school year (National $10, State $7, and Chapter $3). All students are encouraged to become active members of PBL. For more information, see one of the PBL advisors (Revel Metzger, JoNell Henderson, or Kae Cooper). **NOTE: Any student who is not in good standing or whose absentee rate is higher than 10 percent will not be eligible to hold a PBL office or attend PBL conferences or participate in competitive events.**

PROFESSIONALISM

Students in the AOT/MIT programs 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.

Netiquette (the correct or acceptable way of communicating on the Internet—including Blackboard and email—is to be used while taking online courses.

In addition to technical knowledge/skills, employers will expect you to possess "soft skills." These include the ability to communicate, the ability to get along with others, problem-solving and critical-thinking skills, and the ability to make ethical decisions.

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. The labs are available only to AOT/MIT students to complete specific course requirements. Friends and family members are not allowed to accompany students into the labs. Students must sign a log sheet when using a lab outside of class. **Students are not to use computers for any purpose other than those activities directly related to AOT/MIT classes. Students must abide by the terms and conditions of the Computer Acceptable Use Policy for Elizabethtown Community and Technical College,** which can be found in the student handbook.

EMAIL ADDRESSES

Students are provided with a KCTCS email address. Students will be expected to check their email daily for messages from instructors and/or administrative offices, to include KCTCS. Students should also check their student self-service center daily. 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.

You may access your email account by clicking on the "Email" link at the top of the college website and choosing "Student Email" on the following page; or by visiting https://outlook.com/kctcs.edu. For more information about student email, go to the following website: http://www.kctcs.edu/email/FAQs.

CELLULAR PHONES, PAGERS, AND TAPE RECORDERS

Students are prohibited from bringing cellular phones or pagers that beep to class. If a pager is necessary, it should be one that vibrates. Students wishing to tape lectures should obtain permission from the instructor first and record in such a manner as not to be distracting to others.

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. 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 KCTCS website at www.kctcs.edu.

CLASS ATTENDANCE AND MAKEUP POLICY

Students are preparing to enter the workforce as employees, so attendance and punctuality are of utmost importance. Each professor will have an attendance policy and makeup test policy that will be outlined in the course syllabus for each class.

SMOKING, FOOD, DRINKS

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

There will be absolutely no food or drinks allowed in the AOT/MIT classrooms and/or labs (154 and 156 ATB). 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 Office Systems Technology Internship course (OST 295) is completed during the student's last semester of study (fall or spring semester—OST 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 OST 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 135 hours of office work. Internship sites must be approved by the internship coordinator. 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 AOT/MIT programs need to realize that many of the positions in which they will be completing their Internship or positions that they may seek for employment 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 OST 295 will 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.

CERTIFICATION EXAMS

Graduates completing any of the MIT tracks may be interested in taking one of the national certification exams. Study guides, exam fees, and testing sites are available at their websites. **Please inform your advisor if you earn any of these certifications listed in the table below.**

http://www.ahima.org

http://www.aapc.com

http://www.ahdionline.org

http://www.nhanow.com

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

National Certifications for Medical Information Technology Program	
Degree/Diploma/Certificate	**Credentials**
MIT (Electronic Medical Records Track)	CEHRS (Certified Electronic Health Record Specialist) thru NHA (National Healthcareer Association)
MIT (Medical Administrative Track)	CMAS (Certified Medical Administrative Specialist) and CMAA (Certified Medical Administrative Assistant) thru NHA (National Healthcareer Association)
MIT (Medical Coding Track)	CPC (Certified Professional Coder) thru the AAPC (American Association of Professional Coders) CCA (Certified Coding Associate) thru AHIMA (American Health Information Management Association) CBCS (Certified Billing and Coding Specialist) thru NHA (National Healthcareer Association)
MIT (Medical Office Management Track)	CPPM (Certified Physician Practice Management) thru the AAPC (American Association of Professional Coders)
MIT (Medical Transcription Track)	CMT (Certified Medical Transcriptionist) thru the AHDI (Association for Healthcare Documentation Integrity)

KCTCS RULES OF THE SENATE (Section IV, 3.28.1)--effective Fall 2011

Office Systems Technology Technical Standards

The Office Systems Technology program prepares students to work in an office environment of people, processes and technologies with accuracy and efficiency. In order to be considered for admission to or be retained in the program, all applicants should possess:

1. sufficient visual acuity, such as is needed to read and access information;
2. sufficient auditory perception to receive and interpret verbal communication from individuals and groups;
3. sufficient gross and fine motor coordination to perform business machine, office and computer tasks;
4. sufficient communication skills (speech, reading, writing) to interact effectively with individuals and groups, and
5. sufficient intellectual and emotional functions to plan and implement their duties in a responsible manner.

INCLEMENT WEATHER

In the event that school has to close for all or part of a day due to inclement weather, students may tune in to one of the following radio or television stations.

TV	Radio	
WAVE-TV 3	WASE-103.5 FM	WLVK-105.5 FM
WLKY-TV 32	WKMO-106 FM	WQXE-98.3 FM
WKY-TV	WIEL-1400 AM	WULF-94.3 FM
WHAS-11 TV	WRZI Star-101.5 FM	WHAS-84 AM
WBKO-13 TV	WLKY-News 970 AM	WDJX-99.7 FM
	WAKY-102.7 (Bardstown)	WKHG-104.9 (Leitchfield)
	WMMG-93.5 (Brandenburg)	

You may also choose to sign up for SNAP alert on your cell and/or home phone. This system is used for any campus emergency (including weather). Information is located on the ECTC website.