



**PROGRAM TRANSFER GUIDE**  
**Medical Assisting Certificate to**  
**Health Information**  
**Management AAS**



This Transfer Guide is for students who successfully graduated with the Medical Assisting Certificate from Midwest Technical Institute (MTI) October 2, 2018 and later, and who intend to complete the Health Information Management Associate in Applied Science degree at Black Hawk College (BHC).

BHC Courses (and see Notes below)		BHC semester credit hours	BHC enrollment required	MTI credit applied
<b>1<sup>st</sup> Year, Fall Semester</b>				
HIM 110	Human Anatomy & Disease	-----		X
HIM 150	Technical Medical Terminology	-----		X
HIM 156	Introduction to Health Insurance	-----		X
HIM 255	Management of Electronic Health Records	3	X	
HIM 257	Procedure & Diagnosis Coding I	3	X	
<b>1<sup>st</sup> Year, Spring Semester</b>				
HIM 200	Advanced Medical Terminology	-----		X
HIM 251	Medical Office Procedures	-----		X
HIM 252	Pharmacology Terminology	3	X	
HIM 254	Law, Liability & Medical Ethics	-----		X
HIM 258	Procedure & Diagnosis Coding II	3	X	
<b>Summer Semester</b>				
HIM 259	Procedure & Diagnosis Coding III	3	X	
HIM 261	Seminar	-----		X
HIM 265	Internship	-----		X
<b>2<sup>nd</sup> Year, Fall Semester</b>				
CS 100	Intro to Computers	3	X	
COMM 105	Essentials of English	3	X	
BE 180	Business Communications	3	X	
PHIL 100	Logic	3	X	
<b>2<sup>nd</sup> Year, Spring Semester</b>				
SPEC 175	Intercultural Communication	3	X	
BE 100	Work Environment Orientation	2	X	
HIM 249	Management of Health Information	3	X	
PSYC 101 or SOC 101	Intro to Psychology or Principles of Sociology	3	X	

minimum BHC credits required	38
maximum MTI Medical Assisting credits applied	26.5
<b>minimum Total HIM AAS credits required</b>	<b>60</b>

Notes:

1. MTI applicants must meet the same admissions criteria as other students applying to BHC.
2. Students must provide BHC with an official MTI transcript confirming graduation from the MTI program.
3. Students will complete a Program Participation Form to assist BHC in coordinating MTI credits with HIM AAS degree requirements. Students are strongly advised to seek initial and ongoing contact with a BHC advisor.
4. This Guide allows BHC to award up to 26.5 credits toward the HIM AAS. The student must have graduated with MTI's Medical Assisting Certificate, and must have earned grades of 'C' or better in all transferring courses. BHC can require review of MTI course syllabi before awarding credit for any courses taken prior to October 2, 2018.
5. Students must meet all degree and college graduation requirements including residency. The BHC Registrar has final authority on the transfer of MTI credit.
6. Refer to the BHC/MTI Articulation Agreement for more information.
7. Students who wish to apply MTI credits to any other BHC program must meet with an Advisor to determine applicability.

**For questions about this guide and to apply, please contact:**

**Black Hawk College** [www.bhc.edu](http://www.bhc.edu)

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**Midwest Technical Institute** [www.MidwestTech.edu](http://www.MidwestTech.edu)

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**This Guide is not intended to be a contract with MTI or the student. The Guide is subject to change and students are advised to contact BHC to keep informed of changes. Final responsibility for verifying all transfer and graduation requirements lies with the student.**