



MITCHELLTECH

Medical Office Professional

- Provides critical support to the health care industry in the areas of patient information technology and medical billing
- Combines skills from areas such as office management, insurance coding, claims processing, medical information management and more
- Online classes available
- Internship experience
- One of today's fastest growing occupations



TUITION/FEES: \$16,810

Book costs extra.

BE THE BEST.

605-995-3025
mitchelltech.edu

Award: AAS Degree

First Semester		Semester Credits
ACCT	110	Principles of Accounting I 4
HS	101	Medical Terminology 3
HS	103	Anatomy/Physiology 4
SSS	100	Student Success.....1
		Communications Elective..... 3
		General Education Elective 3
		18

Second Semester		Semester Credits
ACCT	111	Principles of Accounting II..... 4
MA	111	Medical Office Procedures 3
MA	123	Pathophysiology..... 3
MOP	130	Computers in the Medical Office (online) . 3
MOP	160	CPT/ICD-10-CM Coding 3
		General Education Elective 3
		19

Third Semester		Semester Credits
MA	210	Pharmacology & Admin. of Medicines ... 3
MOP	206	Transcription I (online) 4
MOP	210	Medical Insurance & Billing 3
MOP	260	Advanced Coding I (online) 4
		Math Elective..... 3
		General Education Elective 3
		20

Fourth Semester		Semester Credits
HS	162	Medical Law & Ethics..... 2
MOP	212	Electronic Medical Records (online)..... 3
MOP	262	CPC Exam Prep (Certified Professional ... 3
		Coding) (online)..... 3
MOP	290	Internship 8
		16

*HS 162 Medical Law & Ethics is an online course for MOP students.

Total Credits Required to Graduate: 73



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