



MITCHELLTECH

Medical Office Professional

- Provides critical support to the health care industry in the areas of patient information technology and billing
- Combines various skills like office management, insurance coding, claims processing, medical information management and more
- Online seminar course provides you with tools for success in online learning
- High quality instruction developed around a standardized format



TUITION/FEES: \$16,810

Book costs extra.

BE THE BEST.

605-995-3025
mitchelltech.edu

Award: AAS Degree

| First Semester (Fall) | | Semester Credits |
|-----------------------|-----|---------------------------------------|
| BUS | 110 | Accounting for Business I 4 |
| HS | 101 | Medical Terminology 3 |
| HS | 103 | Anatomy/Physiology 4 |
| SSS | 101 | Online Seminar I 1 |
| | | 12 |

| Second Semester (Spring) | | Semester Credits |
|--------------------------|-----|--|
| BUS | 111 | Accounting for Business II 4 |
| MOP | 130 | Computers in the Medical Office (online) . 3 |
| MOP | 160 | CPT/ICD-10/CM Coding 3 |
| | | General Education Elective 3 |
| | | 13 |

| Third Semester (Summer) | | Semester Credits |
|-------------------------|-----|---|
| HS | 162 | Medical Law & Ethics. 2 |
| MA | 123 | Pathophysiology 3 |
| MOP | 230 | Medical Office Administration 3 |
| | | Math Elective 3 |
| | | 11 |

| Fourth Semester (Fall) | | Semester Credits |
|------------------------|-----|--|
| MOP | 206 | Transcription I (online) 4 |
| MOP | 210 | Medical Insurance and Billing. 3 |
| MOP | 260 | Advanced Coding I 4 |
| | | Communications Elective. 3 |
| | | 14 |

| Fifth Semester (Spring) | | Semester Credits |
|-------------------------|-----|---|
| MA | 210 | Pharmacology & Admin. of Medicines 3 |
| MOP | 262 | CPC Exam Prep (Certified Professional Coder) 3 |
| | | General Education Elective 3 |
| | | General Education Elective 3 |
| | | 12 |

| Sixth Semester (Summer) | | Semester Credits |
|-------------------------|-----|--|
| MOP | 212 | Electronic Medical Records (online). 3 |
| MOP | 290 | Internship 8 |
| | | 11 |

Total Credits Required to Graduate: 73



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