



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
- Program offered completely online—work anywhere you can get an Internet connection



TUITION/FEES: \$17,540

Book costs not included.

GET READY



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 (online).....	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 (online)	3
MOP	260	Advanced Coding I (online)	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) (online).....	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



1800 E. Spruce St., Mitchell, SD 57301
800-684-1969 • mitchelltech.edu