



MITCHELLTECH

Medical Office Professional

- Provides critical support to the healthcare 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: \$17,540

Book costs extra.

GET READY



605.995.3025
mitchelltech.edu

Award: AAS Degree

First Semester		Semester Credits
ACCT	110	Principles of Accounting I4
HS	101	Medical Terminology3
HS	103	Anatomy/Physiology4
HS	162	Medical Law & Ethics2
SSS	100	Student Success1
		Communications Elective3
		17

Second Semester		Semester Credits
ACCT	111	Principles of Accounting II4
MA	111	Medical Office Procedures3
MA	123	Pathophysiology3
MA	210	Pharmacology & Admin. of Medicines ...3
MOP	130	Computers in the Medical Office (online) .3
MOP	160	CPT/ICD-10-CM Coding (online).....3
		19

Third Semester		Semester Credits
MOP	206	Transcription I (online)4
MOP	210	Medical Insurance & Billing (online)3
MOP	260	Advanced Coding I (online)4
		Math Elective3
		General Education Elective3
		General Education Elective3
		20

Fourth Semester		Semester Credits
MOP	212	Electronic Medical Records (online)3
MOP	262	CPC Exam Prep (Certified Professional ... Coding) (online)3
MOP	290	Internship8
		General Education Elective3
		17

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

Total Credits Required to Graduate: 73



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