



MITCHELL TECH

Medical Office Professional

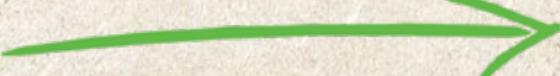
- Provides critical support to the healthcare industry in the areas of patient information technology and billing
- Combines various skills like office management, insurance coding, claims processing, medical information management and more
- Online seminar course provides you with tools for success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



TUITION/FEES: \$17,540

Book costs extra.

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
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