



MITCHELLTECH

Medical Office Professional

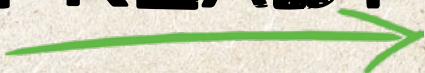
- Provides critical support to the healthcare industry in the areas of patient information technology and billing
- Combines various skills like office management, insurance coding, claims processing, medical information management and more
- Online seminar course provides you with tools for success 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 I4
HS	101	Medical Terminology3
HS	103	Anatomy/Physiology4
SSS	101	Online Seminar I1
		12

Second Semester (Spring)		Semester Credits
BUS	111	Accounting for Business II4
MOP	130	Computers in the Medical Office (online) .3
MOP	160	CPT/ICD-10/CM Coding (online)3
		General Education Elective3
		13

Third Semester (Summer)		Semester Credits
HS	162	Medical Law & Ethics2
MA	123	Pathophysiology3
MOP	230	Medical Office Administration3
		Math Elective3
		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 Elective3
		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 Elective3
		General Education Elective3
		12

Sixth Semester (Summer)		Semester Credits
MOP	212	Electronic Medical Records (online)3
MOP	290	Internship8
		11

Total Credits Required to Graduate: 73



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