



MITCHELLTECH

Medical Office Professional

- Provides critical support to the health care 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

JOB PLACEMENT RATE: 86%*

TUITION/FEES: \$16,561

Book costs extra.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2019, 9 of the 9 graduates responded to the survey. Employment rate is figured by: (graduates employed)/(responding graduates who are seeking employment).

BE THE BEST.

800-684-1969
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Award: AAS Degree

First Semester		Semester Credits
ACCT	110	Principles of Accounting I 4
HS	101	Medical Terminology 3
HS	103	Anatomy/Physiology 4
SSS	100	Student Success.....1
		Communications Elective..... 3
		General Education Elective 3
		18

Second Semester		Semester Credits
ACCT	111	Principles of Accounting II..... 4
MA	111	Medical Office Procedures 3
MA	123	Pathophysiology..... 3
MOP	130	Computers in the Medical Office (online) . 3
MOP	160	CPT/ICD-10 Coding..... 3
		Social Science Elective..... 3
		19

Third Semester		Semester Credits
MA	210	Pharmacology & Admin. of Medicines 3
MOP	206	Transcription I (online) 4
MOP	210	Medical Insurance & Billing 3
MOP	260	Advanced Coding I (online) 4
		Behavioral Science Elective 3
		Math Elective 3
		20

Fourth Semester		Semester Credits
MOP	212	Electronic Medical Records (online)..... 3
MOP	262	Case Study Coding (online)..... 3
MOP	290	Internship 8
MA	100	Basic Life Support for Health Care 0.5
MA	162	Medical Law & Ethics (online)..... 2
		16.5

Total Credits Required to Graduate: 73.5



1800 E. Spruce St., Mitchell, SD 57301
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