



# Be The Best!

## 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; great job opportunities

**JOB PLACEMENT RATE: 100%\***

**TUITION/FEES: \$15,606**

*Book costs extra.*

*\*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2017, 14 of the 15 graduates responded to the survey. Employment/Continuing Education rate is figured by: (graduates employed or continuing education)/(responding graduates who are seeking employment and are not in military service).*



**Mitchell Technical Institute**  
**800-684-1969 • mitchelltech.edu**

Aspen Prize Top 10 Community College

## Award: AAS Degree

First Semester		Semester Credits
BUS	110	Accounting for Business I ..... 4
MA	101	Medical Terminology..... 3
MA	103	Anatomy/Physiology..... 4
CIS	105	Introduction to Computers..... 3
SSS	100	Student Success ..... 1
		Communications Elective ..... 3
		18

Second Semester		Semester Credits
MOP	130	Computers in the Medical Office ..... 3
MOP	160	CPT/ICD-10/CM Coding ..... 3
BUS	111	Accounting for Business II..... 4
MA	123	Pathophysiology..... 3
		Math Elective ..... 3
		Social Science Elective ..... 3
		19

Third Semester		Semester Credits
MOP	206	Transcription I ..... 4
MOP	210	Medical Insurance & Billing..... 3
MOP	230	Medical Office Administration..... 3
MOP	260	Advanced Coding I..... 4
MA	210	Pharmacology & Admin of Medicines..... 3
		Behavioral Science Elective..... 3
		20

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

**Total Credits Required to Graduate: 73.5**



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