



**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: 100%\*

TUITION/FEES: \$16,810

*Book costs extra.*

\*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2021, 9 of the 9 graduates are represented in the data. 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-CM Coding ..... 3
		General Education 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
		General Education Elective ..... 3
		Math Elective ..... 3
		20

Fourth Semester		Semester Credits
HS	162	Medical Law & Ethics..... 2
MOP	212	Electronic Medical Records (online)..... 3
MOP	262	CPC Exam Prep (Certified Professional ... Coding) (online)..... 3
MOP	290	Internship ..... 8
		16

**Total Credits Required to Graduate: 73**



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