

MT

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: \$16,120

Book costs extra.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2018, 15 of the 15 graduates responded to the survey. Employment rate is figured by: (graduates employed)/(responding graduates who are seeking employment).

Mitchell Technical Institute
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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 (online) 3
MOP	160	CPT/ICD-10 Coding 3
BUS	111	Accounting for Business II..... 4
MA	111	Medical Office Procedures..... 3
MA	123	Pathophysiology..... 3
		Social Science Elective 3
		19

Third Semester		Semester Credits
MOP	206	Transcription I (online) 4
MOP	210	Medical Insurance & Billing..... 3
MOP	260	Advanced Coding I (online) 4
MA	210	Pharmacology & Admin of Medicines..... 3
		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	Clinical Internship 8
MA	100	Basic Life Support for Health Care0.5
MA	162	Medical Law & Ethics (online)..... 2
		16.5

Total Credits Required to Graduate: 73.5



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