



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 various skills like office management, insurance coding, claims processing, medical information management and more
- Program offered completely online—work at your convenience anywhere you can get an Internet connection
- Online support seminar provides you with a formal way to interact with your instructor and classmates
- High quality instruction developed around a standardized format

JOB PLACEMENT RATE: 100%*

TUITION/FEES: \$15,500

Book costs extra.

**Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2017, 15 of the 16 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
SSS	101	Online Seminar I..... 1
		12

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
CIS	105	Complete Computer Concepts 3
		13

Third Semester		Semester Credits
MOP	230	Medical Office Administration..... 3
MA	123	Pathophysiology..... 3
MA	162	Medical Law & Ethics..... 2
		Math Elective 3
		11

Fourth Semester		Semester Credits
MOP	206	Transcription I 4
MOP	210	Medical Insurance and Billing 3
MOP	260	Advanced Coding I..... 4
		Communications Elective 3
		14

Fifth Semester		Semester Credits
MA	210	Pharmacology & Admin of Medicine..... 3
MOP	262	Case Study Coding..... 3
		Social Science Elective 3
		Behavioral Science Elective..... 3
		12

Sixth Semester		Semester Credits
MOP	212	Electronic Medical Records..... 3
MOP	290	Clinical Internship 8
		11

Total Credits Required to Graduate: 73



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