



MITCHELLTECH

Medical Office Professional

- Provides critical support to the health care industry in the areas of patient information technology and billing
- Combines various skills like office management, insurance coding, claims processing, medical information management and more
- Program offered on campus or completely online
- 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: 80%*

TUITION/FEES: \$16,813

Book costs extra.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2020, 7 of the 7 graduates responded to the survey. Employment rate is figured by: (graduates employed)/(responding graduates who are seeking employment).

BE THE **BEST.**

800-684-1969
mitchelltech.edu

Award: AAS Degree

First Semester (Fall)		Semester Credits
BUS	110	Accounting for Business I 4
HS	101	Medical Terminology 3
HS	103	Anatomy/Physiology 4
SSS	101	Online Seminar I 1
		12

Second Semester (Spring)		Semester Credits
BUS	111	Accounting for Business II 4
MOP	130	Computers in the Medical Office (online) . 3
MOP	160	CPT/ICD-10/CM Coding 3
		General Education Elective 3
		13

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

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

Fifth Semester (Spring)		Semester Credits
MA	210	Pharmacology & Admin. of Medicines 3
MOP	262	Case Study Coding (online) 3
		General Education Elective 3
		General Education Elective 3
		12

Sixth Semester (Summer)		Semester Credits
MOP	212	Electronic Medical Records (online). 3
MOP	290	Internship 8
		11

Total Credits Required to Graduate: 73



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