

THE ASPEN INSTITUTE

**ASPEN
PRIZE**

FOR COMMUNITY
COLLEGE EXCELLENCE

TOP 10

2019



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: \$16,010

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
800-684-1969 • mitchelltech.edu

Aspen Prize Top 10 Community College

Award: AAS Degree

First Semester (Fall)			Semester Credits
MA	101	Medical Terminology.....	3
MA	103	Anatomy/Physiology.....	4
BUS	110	Accounting for Business I	4
or			
ACCT	110	Principles of Accounting I	4
SSS	101	Online Seminar I.....	1
			12

Second Semester (Spring)			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
or			
ACCT	111	Principles of Accounting II.....	4
CIS	105	Introduction to Computers.....	3
			13

Third Semester (Summer)			Semester Credits
MOP	230	Medical Office Administration.....	3
MA	111	Medical Office Procedures.....	3
MA	123	Pathophysiology.....	3
MA	162	Medical Law & Ethics.....	2
		Math Elective	3
			14

Fourth Semester (Fall)			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 (Spring)			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 (Summer)			Semester Credits
MOP	212	Electronic Medical Records.....	3
MOP	290	Clinical Internship	8
			11

Total Credits Required to Graduate: 76



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1800 E. Spruce St., Mitchell, SD 57301
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