



**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
- Online seminar course provides you with tools for success in online learning
- High quality instruction developed around a standardized format

**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 2022, 7 of the 8 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**  
**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 . . . . . 4
		Communications Elective. . . . . 3
		14

Fifth Semester (Spring)		Semester Credits
MA	210	Pharmacology & Admin. of Medicines . . . . 3
MOP	262	CPC Exam Prep (Certified Professional Coder) . . . . . 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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