

MONTANA STATE UNIVERSITY BILLINGS

MEDICAL CODING AND INSURANCE BILLING CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2013-2014

City college Jacket Student Central Phone: 406-247-3019 Fax: 406-247-3095

Name	 	
Student ID#	 	

Preparatory Courses	The requi	red classes	for this program have a spring semester online sta		semester	on campus sta	
General Education Requirements CAPP 120 Introduction to Computers 3			Course	Credits	Grade	Semester	Equivalent
CAPP 120 Introduction to Computers 3	Preparat	ory Cour	ses				
CAPP 120 Introduction to Computers 3							
CAPP 120 Introduction to Computers 3							
CAPP 120 Introduction to Computers 3							
CAPP 120 Introduction to Computers 3							
CAPP 120 Introduction to Computers 3	Ceneral l	Education	Requirements				
COMX 106 Communicating in a Dynamic Workplace 3			•	3		T	
M 108 Business Mathematics 3 Section 1988 Business Mathematics Section 1989 Section 1989	C/11 1	120	introduction to computers				
M 108 Business Mathematics 3 Section 1988 Business Mathematics Section 1989 Section 1989	COMX	106	Communicating in a Dynamic Workplace	3			
Required Technical Courses AHMS 144 Medical Terminology 3 AHMS 160 Beginning Procedural Coding 3 AHMS 162 Beginning Diagnosis Coding 3 AHMS 201 Essentials of Pathophysiology 3 AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	COM	100	Communicating in a Dynamic Workplace				
Required Technical Courses AHMS 144 Medical Terminology 3 AHMS 160 Beginning Procedural Coding 3 AHMS 162 Beginning Diagnosis Coding 3 AHMS 201 Essentials of Pathophysiology 3 AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	M	108	Business Mathematics	3			
Required Technical Courses AHMS 144 Medical Terminology 3							
Required Technical Courses AHMS 144 Medical Terminology 3	WRIT	122	Introduction to Business Writing	3			
AHMS 144 Medical Terminology 3 3							
AHMS 144 Medical Terminology 3 3					•		
AHMS 160 Beginning Procedural Coding 3 AHMS 162 Beginning Diagnosis Coding 3 AHMS 201 Essentials of Pathophysiology 3 AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	Required	l Technica	al Courses				
AHMS 162 Beginning Diagnosis Coding 3 AHMS 201 Essentials of Pathophysiology 3 AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	AHMS	144	Medical Terminology	3			
AHMS 162 Beginning Diagnosis Coding 3 AHMS 201 Essentials of Pathophysiology 3 AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online							
AHMS 201 Essentials of Pathophysiology 3 AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	AHMS	160	Beginning Procedural Coding	3			
AHMS 201 Essentials of Pathophysiology 3 AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online							
AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	AHMS	162	Beginning Diagnosis Coding	3			
AHMS 220 Medical Office Procedures 3 AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online							
AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	AHMS	201	Essentials of Pathophysiology	3			
AHMS 250 Advanced Medical Coding 3 AHMS 299 Capstone 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	ATTRAC	220	M 11 1000 B				
AHMS 299 Capstone 1 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	AHMS	220	Medical Office Procedures	3			
AHMS 299 Capstone 1 1 BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses V Program is available online	ALIMC	250	Advanced Medical Coding	2			
BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses ▼ Program is available online	Anivis	230	Advanced Medical Coding	3			
BIOH 101 Foundations of Human Biology 3 TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses ▼ Program is available online	АНМС	200	Canstona	1			
TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses ▼ Program is available online	AIIWIS	233	Capstone	1			
TOTAL MINIMUM CREDITS REQUIRED 34 A grade of "C" or higher is mandatory in all courses ▼ Program is available online	BIOH	101	Foundations of Human Riology	3			
A grade of "C" or higher is mandatory in all courses ▼ Program is available online	DIOII	101	Toundations of Human Biology				
A grade of "C" or higher is mandatory in all courses ▼ Program is available online				TOTAL	MINIM	UM CREDIT	S REQUIRED 34
∇ Program is available online			\boldsymbol{A}				
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Developing a Plan of Study

To facilitate course planning and scheduling, students should be aware that not all courses are offered every semester. Some courses require pre-requisites and preparatory courses to be successfully completed or co-requisites be taken simultaneously.

Certificate of Applied Science Medical Coding and Insurance Billing Requirements: Key: F= Fall; S=Spring; X=Summer; # = online

Course	Required	Recommended	Required Co-	Recommended	Term
	Pre-requisite	Pre-requisite	requisite	Co-requisite	Offered
AHMS 144				_	F, S, S#, X #
AHMS 160	Health Care Core prerequisite			AHMS 162 and AHMS 144	F, S #
AHMS 162	Health Care Core prerequisite			AHMS 160 and AHMS 144	F, S #
AHMS 201		AHMS160 and AHMS 162			F,S#
AHMS 220					F#, S
AHMS 250	Health Care Core prerequisite	AHMS 160 and AHMS 162			F#, S
AHMS 299	Completion of coursework for the medical Coding and Insurance Billing program				F#, S
BIOH 101					F, S, S#, X
CAPP 120					F, F#, S, S#, X, X#
COMX 106					F, F#, S, S#, X, X#
M 108	M 065 or appropriate placement score				F#, S
WRIT 122	WRIT 095, WRIT 104, or appropriate placement score	WRIT 104			F, F#, S, S#, X, X#

Program Specific Information

Students should know the following information:

- This program can be completed fully online or fully on campus, or also in a combination of online and on campus classes. Please verify the rotation of courses to best develop a plan that works for you.
- For students that don't have a background in medical terminology, AHMS 144 Medical Terminology should be taken before or with AHMS 160 and AHMS 162 for best readiness.
- AHMS 160 and AHMS 162 should be taken before AHMS 250 for best readiness.
- Upon completion of the program, students will be able to sit for the American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) coding exams.
- Students have opportunity to further their education and thus career opportunities after earning the Medical Coding and Insurance Billing certificate. For example, many of the credits in the Medical Coding and Insurance Billing certificate are applicable to the AAS Medical Administrative Assistant degree. Students that earn an AAS degree, can bridge their credits to a Bachelor of Applied Science degree through MSUB.

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2013-2014 Medical Coding and Insurance Billing CAS

Plan of Study

W30 DILLINGS	for		
City College	Date:		
ON CAMPUS C	LASSES		
Semester ()		Semester ()	
Course	Credits	Course	Credits
		-	
Total		Total	
Semester (Fall	_)	Semester (Spring)
Course	Credits	Course	Credits
AHMS 144	3	AHMS 220	3
AHMS 160	3	AHMS 250	3
AHMS 162	3	AHMS 299	1
AHMS 201	3	COMX 106	3
CAPP 120	3	M 108	3
BIOH 101	3	WRIT 122	3
7D 4 1			
Total		Total	
NOTES:			
Number of earned credits	that apply toward degree: _		
Number of credits left to	earn for degree:		
CERTIFICATION: T	he courses listed are requir	ed for the student's degree.	
Advisor's Signature:		Date:	
Student's Signature:		Date:	

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2013-2014 Medical Coding and Insurance Billing CAS Plan of Study

MSUBILLINGS	for		
City College	Date:		
ONLINE CLA	<u>SSES</u>		
Semester ()		Semester ()
Course	Credits	Course	Credits
Total		Total	
Semester (Spring)	Semester (Fall	<u> </u>
		<u>-</u>	
Course	Credits	Course	Credits
AHMS 144	3	AHMS 220	3
AHMS 160	3	AHMS 250	3
AHMS 162	3	AHMS 299	3
AHMS 201	3	COMX 106	
CAPP 120	3	M 108	3
BIOH 101	3	WRIT 122	3
Total		Total	
NOTES:			
Number of earned cred	its that apply toward d	egree:	
Number of credits left t	to earn for degree:		
CERTIFICATION:	The courses listed are	required for the student's d	egree.
Advisor's Signature: _		Date:	
Student's Signature: _		Date:	

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