MONTANA STATE UNIVERSITY BILLINGS

MEDICAL CODING AND INSURANCE BILLING
CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2014-2015

City college   *Name* _____
Jacket Student Central
Phone: 406-247-3019   *Student ID #* _____
Fax: 406-247-3095

The required classes for this program have a spring semester online start and a fall semester on campus start.

Course			Credits	Grade	Semester	Equivalent
Preparatory Courses						

General Education Requirements

Course			Credits	Grade	Semester	Equivalent
CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	108	Business Mathematics	3			
WRIT	122	Introduction to Business Writing	3			

Required Technical Courses

Course			Credits	Grade	Semester	Equivalent
AHMS	144	Medical Terminology	3			
AHMS	160	Beginning Procedural Coding	3			
AHMS	162	Beginning Diagnosis Coding	3			
AHMS	201	Medical Science	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.

∇ **Program is available online**

Transcript evaluation (if applicable completed) by: _____on __/___/_____

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 Pre-requisite	Recommended Pre-requisite	Required Co-requisite	Recommended Co-requisite	Term 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.

2014-2015 Medical Coding and Insurance Billing CAS

Plan of Study

for_____

City College

Date: _____

ON CAMPUS CLASSES

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
Total		**Total**	

NOTES:

Number of earned credits that apply toward degree: _____

Number of credits left to earn for degree: _____

CERTIFICATION: The courses listed are **required** for the student's degree.

Advisor's Signature: _____   Date: _____

Student's Signature: _____   Date: _____

2014-2015 Medical Coding and Insurance Billing CAS

Plan of Study

for_____

City College

Date: _____

ONLINE CLASSES

Semester (_____)   **Semester (_____)**

Course	Credits	Course	Credits
Total		**Total**	

Semester (Spring_____)   **Semester (Fall_____)**

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
Total		**Total**	

NOTES:

Number of earned credits that apply toward degree: _____

Number of credits left to earn for degree: _____

CERTIFICATION: The courses listed are **required** for the student's degree.

Advisor's Signature: _____   Date: _____

Student's Signature: _____   Date: _____