CITY COLLEGE
MONTANA STATE UNIVERSITY BILLINGS

MEDICAL CODING & INSURANCE BILLING SPECIALIST
ASSOCIATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2023-2024

*Name*_____

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

Student ID _____

Course			Credits	Grade	Semester	Equivalent
Recommended Preparatory Courses						
Required Preparatory Courses						

General Education Requirements

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	105	Contemporary Math	3			
WRIT	122	Intro to Business Writing	3			

Required Courses

ACTG	101	Accounting Procedures I	3			
AHMS	105	Health Care Delivery	3			
AHMS	144	Medical Terminology	3			
AHMS	154	Advanced Medical Terminology	3			
AHMS	156	Medical Billing Fundamentals	3			
AHMS	157	Healthcare Reimbursement Metho	3			
AHMS	160	Beginning Procedural Coding	3			
AHMS	162	Beginning Diagnosis Coding	3			
AHMS	175	Medical Law & Ethics	3			
AHMS	220	Medical Office Procedures	3			
AHMS	250	Advanced Medical Coding	4			
AHMS	252	Computerized Medical Billing	3			

Updated 03/27/2023

BGEN or	105B	Intro to Business	3				
BGEN	110	Applied Business Leadership					
BIOH	104	Basic Human Biology	3				

Restricted Electives: 6 credits required -select 2 courses from below in consultation with an advisor

	3			
	3			

HTH   270   Global Health Issues
M   108   Business Mathematics
NASX 105   Intro to Native American Studies
PSYX 100   Intro to Psychology
SOCI   101   Intro to Sociology

TOTAL MINIMUM CREDITS REQUIRED   61
A grade of "C" (2.0) or higher is mandatory in all courses

Suggested Plan of Study

First Semester (Spring) Credits

AHMS 144	3
AHMS 160	3
AHMS 162	3
BIOH 104	3
CAPP 120	3
TOTAL	15

Second Semester (Fall) Credits

AHMS 220	3
AHMS 250	4
COMX 106	3
M 105	3
WRIT 122	3
TOTAL	16

Third Semester (Spring) Credits

ACTG 101	3
AHMS 105	3
AHMS 156	3
AHMS 175	3
Restricted Elective	3
TOTAL	15

Fourth Semester (Fall) Credits

AHMS 154	3
AHMS 157	3
AHMS 252	3
BGEN 105 or 110	3
Restricted Elective	3
TOTAL	15

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 prerequisite courses to be successfully completed or corequisite courses be taken simultaneously.

Program Specific Information
Students should know the following information:

- This program can be completed fully online or 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 or basic human biology, AHMS 144 Medical Terminology and BIOH 104 Basic Human Biology should be taken before or with AHMS 160 and AHMS 162 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.