



**MEDICAL CODING
CERTIFICATE OF APPLIED SCIENCE
ADVISING WORKSHEET 2024-2025**

TRANSFER INSTITUTION(S):

Name _____

Student ID _____

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

Course	Credits	Grade	Semester	Equivalent
Preparatory Courses				

General Education Requirements

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M or M	108 105	Business Mathematics Contemporary Math	3			
WRIT	122	Introduction to Business Writing	3			

Required Technical Courses

AHMS	144	Medical Terminology	3			
AHMS	160	Beginning Procedural Coding	3			
AHMS	162	Beginning Diagnosis Coding	3			
AHMS	220	Medical Office Procedures	3			
AHMS	250	Advanced Medical Coding	4			
BIOH	104	Basic Human Biology	3			

TOTAL MINIMUM CREDITS REQUIRED 31

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	<u>3</u>
TOTAL	15

Second Semester (Fall) Credits

AHMS 220	3
AHMS 250	4
COMX 106	3
M 108 or 105	3
WRIT 122	<u>3</u>
TOTAL	16

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 certificate is stackable with the Medical Coding & Insurance Billing Specialist AAS degree.
- 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.