



MONTANA STATE UNIVERSITY-BILLINGS

MEDICAL CODING AND INSURANCE BILLING
CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2007-2008 GENERAL BULLETIN

College of Technology
Advising Center
Phone: 406-247-3018/3020
Fax: 406-652-1729

Name _____

Student ID # _____

Course	Credits	Grade	Semester	Equivalent
Preparatory Courses				

General Education Requirements

ENGL	140	Business Writing	3			
COMT	109	Human Relations	3			
CMP	105	Introduction to Computers and Applications	3			
MATH	105	Algebra for College Students	4			

Required Technical Courses

CODE	110	CPT-4 Procedure Coding	3			
CODE	120	ICD-9 Diagnosis Coding	3			
CODE	140	Computerized Medical Billing	3			
CODE	150	Advanced Coding and Auditing	3			
HLTH	101	Essentials of Anatomy and Physiology	3			
HTLH	150	Health Occupations Terminology	3			
HLTH	255	Medical Law and Ethics	3			

TOTAL MINIMUM CREDITS REQUIRED 34

A grade of "C" or higher is mandatory in all courses.

**At this time, CODE 110 and 120 classes are offered in the fall semester only and CODE 140 and 150 classes are offered in the spring semester only. Please see an advisor for details.*

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
ENGL 140	3	MATH 105	4
CMP 105	3	HLTH 101	3
COMT 109	3	HLTH 255	3
HLTH 150	3	CODE 140	3
CODE 110	3	CODE 150	3
CODE 120	3	TOTAL	16
TOTAL	18		

Evaluation _____ Date _____ Updated _____