



MONTANA STATE UNIVERSITY-BILLINGS

MEDICAL CODING AND INSURANCE BILLING
CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2008-2009 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.

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 _____