



MEDICAL CODING AND INSURANCE BILLING
CERTIFICATE OF APPLIED SCIENCE

TRANSFER INSTITUTION(S):

ADVISING WORKSHEET 2019-2020

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 | 108 | Business Mathematics | 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 | 3 | | | |
| AHMS | 299 | Capstone | 1 | | | |
| BIOH | 104 | Basic Human Biology | 3 | | | |

TOTAL MINIMUM CREDITS REQUIRED 31

A grade of "C" (2.0) or higher is mandatory in all courses

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.

Program Specific Information

Students should know the following information:

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



2019-2020 Medical Coding and Insurance Billing

CAS Plan of Study

Name _____

Student I.D. _____

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 |
| CAPP 120 | 3 | COMX 106 | 3 |
| BIOH 104 | 3 | M 108 | 3 |
| | | WRIT 122 | 3 |
| | | | |
| Total | | Total | |

Number of earned credits that apply toward certificate: _____

Number of credits left to earn for certificate: _____

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

Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____