



**MEDICAL CODING AND INSURANCE BILLING**  
**CERTIFICATE OF APPLIED SCIENCE**  
**ADVISING WORKSHEET 2020-2021**

TRANSFER INSTITUTION(S):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_

Student ID \_\_\_\_\_

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

Course	Credits	Grade	Semester	Equivalent
<b>Preparatory Courses</b>				

**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.



## 2020-2021 Medical Coding and Insurance Billing

### CAS Plan of Study

Name \_\_\_\_\_

Student I.D. \_\_\_\_\_

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
<b>Total</b>		<b>Total</b>	

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
<b>Total</b>		<b>Total</b>	

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: \_\_\_\_\_