



**MEDICAL CODING & INSURANCE  
BILLING SPECIALIST  
ASSOCIATE OF APPLIED SCIENCE**

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

**ADVISING WORKSHEET 2025-2026**

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

**Name** \_\_\_\_\_

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

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

<b>Required Preparatory Courses</b>				

**General Education Requirements**

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

**Required Courses**

ACTG	101	Accounting Procedures I	3			
AHMS	105	Health Care Delivery	3			
AHMS	144	Medical Terminology	3			
AHMS	154	Advanced Medical Terminology	3			
AHMS	156	Medical Billing Fundamentals	3			
AHMS	157	Healthcare Reimbursement Metho	3			
AHMS	160	Beginning Procedural Coding	3			
AHMS	162	Beginning Diagnosis Coding	3			
AHMS	175	Medical Law & Ethics	3			
AHMS	220	Medical Office Procedures	3			
AHMS	250	Advanced Medical Coding	4			
AHMS	252	Computerized Medical Billing	3			

BGEN	105B	Intro to Business	3			
or BGEN	110	Applied Business Leadership				
BIOH	104	Basic Human Biology	3			

**Restricted Electives: 6 credits required -select 2 courses from below in consultation with an advisor**

	3			
	3			

AHMS 298 Internship  
 HTH 270 Global Health Issues  
 M 108 Business Math  
 NASX 105 Intro Native American Studies  
 PSYX 100 Intro to Psychology  
 SOCI 101 Intro to Sociology

**TOTAL MINIMUM CREDITS REQUIRED 61**  
*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 3  
 TOTAL 15

**Second Semester (Fall) Credits**

AHMS 220 3  
 AHMS 250 4  
 COMX 106 3  
 M 105 3  
 WRIT 122 3  
 TOTAL 16

**Third Semester (Spring) Credits**

ACTG 101 3  
 AHMS 105 3  
 AHMS 156 3  
 AHMS 175 3  
 Restricted Elective 3  
 TOTAL 15

**Fourth Semester (Fall) Credits**

AHMS 154 3  
 AHMS 157 3  
 AHMS 252 3  
 BGEN 105 or 110 3  
 Restricted Elective 3  
 TOTAL 15

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 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.