

# MEDICAL CODING & INSURANCE BILLING CERTIFICATE OF APPLIED SCIENCE

☐ Offered Online

## Mission Statement

The Medical Coding and Insurance Billing program provides excellence in academic programs and access to qualified students. The Medical Coding and Insurance Billing program provides instruction in the knowledge and skills needed to deliver entry level medical coding skills. The knowledge and skills acquired will enable success and achievement for students competing in an ever changing, technologically diverse environment and will provide preparation for regional, national, and global markets. We strive, by example, to instill in each student our philosophy, civic leadership skills, an interest in life-long learning, and a commitment to service. Serving a unique blend of urban and rural health educational needs in the Southeastern Yellowstone region of Montana, we will work with the community to promote intellectual and educational excellence.

## Vision Statement

The Medical Coding and Insurance Billing program envisions creating an inviting environment that serves students by being responsive, adaptive, and innovative through a proactive approach to present and future needs. The program foresees increased enrollment, expanded programs, use of advanced technology, and expanded alliance with our various customer bases as a bridge to becoming a leader in post-secondary two-year education.

The Medical Coding and Insurance Billing program is designed to provide a recommended curriculum through which students may earn a two semester Certificate of Applied Science. This Certificate will educate students in the areas of medical procedure and diagnosis coding. In addition, the Certificate will prepare the student for employment in either the inpatient or outpatient medical setting to work as an integral part of the healthcare team in a medical office, dental office, hospital, clinic, or independent billing company.

Medical coding is the transformation of handwritten or verbal descriptions of diseases, injuries and medical procedures into a numbered procedure code and/or numbered diagnosis code. The Medical Coding and Insurance Billing program prepares entry-level employees with the skills to analyze health records and assign the appropriate code to each diagnosis and procedure according to national and international guidelines. They perform research and rely on their knowledge of medical terminology, anatomy and disease processes to determine the correct codes and sequences.

The program consists of class lecture, practical application of codes, auditing of records and experience with computerized medical and insurance billing software. Students will learn to prepare various health claim forms required by the insurance industry using medical billing software. This involves practicing accurate interpretation of medical records, correctly documenting and coding information, and submission of forms to the insurance company for reimbursement. The emphasis is on the high level of responsibility required and the attention to detail and accuracy needed to be a competent medical biller. Instruction will include theory and practice to meet the competencies identified as necessary for entry-level employment.

Upon completion of the program the students will be able to sit for the American Academy of Professional Coders (AAPC) or American Health Information

Management Association (AHIMA) coding exam. Graduates will fill a growing need in healthcare, now and in the future.

See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) for graduate data.

### Upon successful completion of this program will be able to:

- Code medical documentation, written and verbal, for billing purposes utilizing the published Current Procedural Terminology 4th Edition (CPT-4) book.
- Code medical documentation, written and verbal, for billing purposes utilizing the published International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) book. (The program will transition to ICD-10-CM spring semester 2013).
- Use a computerized medical billing program to create a patient record, statement and claim form.
- Code from actual medical cases.
- Audit the medical record.
- Create a resume and cover letter, collection letters, brochures, pamphlets, and community agency lists specific to a medical specialty.
- Produce a healthcare provider fee schedule using Excel.

Code	Title	Credits
<b>Required courses</b>		
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 Project	1
BIOH 104	Basic Human Biology	3
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 108	Business Mathematics	3
WRIT 122	Intro to Business Writing	3
Total Minimum Credits		31

*Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.*

## Suggested Plan of Study

### Online

Code	Title	Credits
<b>Spring Semester</b>		
CAPP 120	Introduction to Computers	3
AHMS 160	Beginning Procedural Coding	3
AHMS 162	Beginning Diagnosis Coding	3
AHMS 144	Medical Terminology	3
BIOH 104	Basic Human Biology	3
Total		15
<b>Fall Semester</b>		
AHMS 220	Medical Office Procedures	3
AHMS 250	Advanced Medical Coding	3
M 108	Business Mathematics	3
WRIT 122	Intro to Business Writing	3
COMX 106	Comm in a Dynamic Workplace	3

AHMS 299	Capstone Project	1
Total		16

**Face-to-Face**

Code	Title	Credits
Fall Semester		
CAPP 120	Introduction to Computers	3
AHMS 160	Beginning Procedural Coding	3
AHMS 162	Beginning Diagnosis Coding	3
AHMS 144	Medical Terminology	3
BIOH 104	Basic Human Biology	3
Total		15
Spring Semester		
AHMS 220	Medical Office Procedures	3
AHMS 250	Advanced Medical Coding	3
M 108	Business Mathematics	3
WRIT 122	Intro to Business Writing	3
COMX 106	Comm in a Dynamic Workplace	3
AHMS 299	Capstone Project	1
Total		16