

# MEDICAL CODING CERTIFICATE OF APPLIED SCIENCE

📖 Offered Online

## Mission Statement

The Medical Coding Certificate Program provides instruction in the knowledge and skills needed to deliver entry-level medical coding skills. Through a specifically designed curriculum that emphasizes both theory and practical application, we aim to prepare our students to become skilled professionals who can accurately and efficiently assign codes to medical diagnoses, procedures, services, and supplies.

Our program is designed to be accessible and affordable, with flexible scheduling options that allow students to balance their education with their work and personal responsibilities. We are committed to providing a supportive learning environment that fosters collaboration, critical thinking, and lifelong learning.

Above all, we are dedicated to the success of our students. We believe that by equipping them with the tools they need to succeed, we can make a positive impact on their lives and the healthcare industry as a whole.

## Program Description

The Medical Coding Certificate Program is designed to provide a recommended curriculum through which students may earn a two-semester Certificate of Applied Science. This certificate will prepare students to sit for the national American Academy of Professional Coders (AAPC) CPC<sup>®</sup> exam to become Certified Professional Coders.

Medical coding is the process of translating medical diagnoses, procedures, services, and supplies into numeric and alphanumeric codes that can be understood and processed by healthcare providers, insurers, and other healthcare organizations. These codes are used to ensure accurate billing, support medical research and analysis, and track healthcare trends and outcomes.

Medical coders play a crucial role in the healthcare industry, ensuring that patients receive the appropriate care and that healthcare providers receive proper reimbursement for their services. Coders must be knowledgeable about medical terminology, anatomy, disease processes, and procedures as well as the national coding guidelines and coding systems such as ICD-10-CM, CPT, & HCPCS. Medical coders may work in a variety of settings, including hospitals, clinics, physician offices, insurance companies, and government agencies.

This certificate program includes core beginning and advanced medical coding courses that offer the AAPC Certified Professional Coder (CPC<sup>®</sup>) curriculum that is specifically aligned to the AAPC CPC<sup>®</sup> credentialing exam. As educational partners with the AAPC, our medical coding faculty are AAPC – Approved Certified instructors that are dedicated to the success of our students. Upon completion of the required medical coding courses, students will be able to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC<sup>®</sup>) exam.

Students completing the Medical Coding Certificate Program can easily transition into the Medical Coding & Insurance Billing Specialist associate degree program as this is a stackable degree option. 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) (<http://www.msubillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Translate information from medical documentation to assign the correct diagnosis (ICD-10-CM), procedure (CPT), and supply (HCPCS) codes according to national guidelines.
- Explain the role and responsibilities of a medical coding and billing specialist in the healthcare industry.

## Required Courses

Code	Title	Credits
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	4
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
or M 105	Contemporary Mathematics	
WRIT 122	Intro to Business Writing	3
<b>Total Minimum Credits</b>		<b>31</b>

*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

Code	Title	Credits
<b>First Semester</b>		
Spring		
BIOH 104	Basic Human Biology	3
CAPP 120	Introduction to Computers	3
AHMS 144	Medical Terminology	3
AHMS 160	Beginning Procedural Coding	3
AHMS 162	Beginning Diagnosis Coding	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		
Fall		
M 108	Business Mathematics	3
or M 105	Contemporary Mathematics	
COMX 106	Comm in a Dynamic Workplace	3
WRIT 122	Intro to Business Writing	3
AHMS 220	Medical Office Procedures	3
AHMS 250	Advanced Medical Coding	4
<b>Total</b>		<b>16</b>