Securing your future in
Business
Technology

Michelle Boller, Medical Information Technology Program Director
Email: michelle.boller@umontana.edu | Office phone: 406-243-7877 | Office location: MC409
Program website: http://mc.umt.edu/business-tech/medicalinfotech/Medical%20Admin%20Assisting/default.php
Admissions: MCadmissions@umontana.edu (Recommended) | 406-243-6266 | 800-462-8636
http://www.umt.edu/admissions/

Medical Administrative Assisting
Associates of Applied Science
2017-2018

Suggested Scope and Sequence

First Year
Autumn Semester
AHMS 144 Medical Terminology (Online only) 3
AHMS 220 Medical Office Procedures 4
CAPP 120 Introduction to Computers 3
AHMS 175 Medical Law and Ethics 2
AHMS 156 Medical Billing Fundamentals (Online only) 3

Spring Semester
CAPP 154 MS Word 3
M 105 or M 115 Contemporary Math or Probability & Linear Math 3
AHMS 252 Computerized Medical Billing 3
WRIT 121 Introduction to Technical Writing 3
ACTG 101 Accounting Procedures I 4
AMGT145 Records Management (Online only) 2

Second Year
Autumn Semester
BIOH 112 Human Form and Function I 3
CAPP 156 MS Excel 3
COMX 115S Introduction to Interpersonal Communications 3
AMGT 240 Administrative Support for the Office 3

Spring Semester
AHMS 108 Health Data Content and Structure (Online only) 2
AHMS 298 Medical Information Internship 3
BMGT 245 Customer Service Management (Online only) 4
CAPP 254 Advanced MS Word 3
BMGT 216 Psychology of Management & Supervision 4

Total Credits 61

See advisor to apply for graduation:
Associate of Applied Science,
Medical Administrative Assisting