

Securing your future in

# MISSOULA COLLEGE Business Technology

UNIVERSITY OF MONTANA  
1205 E. Broadway  
Missoula MT 59802



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Program website: <http://mc.umt.edu/business-tech/medicalinfotech/Medical%20Reception/default.php>

Admissions: MAdmissions@umontana.edu (Recommended) | 406-243-6266 | 800-462-8636

<http://www.umt.edu/admissions/>

Financial Aid: 406-243-5373 | Faid@mso.umt.edu | <http://www.umt.edu/finaid/apply-for-aid/default.php>

Relevant  
Practical  
Valuable

Medical Reception  
Certificate 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 (Au Only)	2
AHMS 156	Medical Billing Fundamentals (Online only)	3
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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
		18

See advisor to apply for graduation:  
Certificate of Applied Science,  
Medical Reception

Total Credits 33