

MEDICAL CLAIMS SPECIALIST CERTIFICATE

Michelle Boller, Director

Students are prepared academically and professionally for claim specialist positions in insurance organizations and healthcare facilities. In this fast-track program, students will learn foundational skills to:

- Understand medical terminology and human biology
- Understand medical benefit plans and the claims process to responsibly verify the accuracy and receipt of claims and the analysis of information for processing claims to promote accurate and prompt reimbursement
- Communicate professionally between peers, vendors, management, and customers in order to provide exceptional customer service
- Recommend claims action steps to promote accurate and prompt reimbursement

Additionally graduates will work collaboratively with other team members to ensure the most positive service experience to both customers and vendors.

Medical Claims Specialist Certificate

Missoula College

Degree Specific Credits: 22

Required Cumulative GPA: 2.0

Catalog Year: 2017-2018

Note: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Summary

Medical Claims Specialist Certificate

Rule: All courses required.

Note: Substitutions are approved at the discretion of the program director.

AHMS 108	Health Data Content & Struct	2
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 252	Computerized Medical Billing	3
BIOH 108	Basic Anatomy	4
BMGT 245	Customer Service Management	4
CAPP 120	Introduction to Computers	3
Total Hours		22

Minimum Required Grade: C-