

# MEDICAL CLAIMS SPECIALIST C.T.S.

BMGT 245	Customer Service Management	4
CAPP 120	Introduction to Computers	3
Total Hours		22

Minimum Required Grade: C-

## 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.

## Certificate of Technical Studies - Medical Claims Specialist

### Missoula College

Degree Specific Credits: 22

Required Cumulative GPA: 2.0

### Catalog Year: 2018-2019

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

## Summary

Code	Title	Hours
Medical Claims Specialist Required Courses		22
Total Hours		22

## Medical Claims Specialist Required Courses

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

Code	Title	Hours
<b>Complete all of the following courses:</b>		
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