

# ALLIED HEALTH MEDICAL SUPPORT (AHMS)

## **AHMS 108 - Health Data Content & Struct. 2 Credits.**

Offered spring. Offered at Missoula College. In-depth study of origin, use, content and structure of health records; storage and retrieval systems; numbering and filing systems; documentation requirements; use and structure of health care data sets; and how these components relate to primary and secondary record systems. Additional topics include gathering, compilation and computing of healthcare related statistics, use of research and statistical methods for developing healthcare data into information for various requesters.

## **AHMS 144 - Medical Terminology. 3 Credits.**

Offered every term. Offered at Missoula College. Introduction to a medical word building system using Greek and Latin word roots, combining forms, suffixes, and prefixes.

## **AHMS 156 - Medical Billing Fundamentals. 3 Credits.**

Offered at Missoula College. Prereq. or coreq., AHMS 220 or consent of instructor. An introduction to insurance claim processing for the major medical insurance programs. Students will be provided with a basic knowledge of CPT and ICD-10 procedural and diagnostic coding. Emphasis on completing universal insurance forms to maximize reimbursement as well as troubleshoot denied or underpaid claims.

## **AHMS 160 - Beginning Procedural Coding. 3 Credits.**

Offered at Missoula College. Prereq., AHMS 156 and BIOH 112 or consent of instructor. Foundation for utilizing the CPT coding system to increase compatibility and comparability of medical data among users and providers.

## **AHMS 164 - AHMS 164 Beginning Diagnosis Coding: ICD-10. 3 Credits.**

Offered at Missoula College. Prereq., AHMS 156 and BIOH 112. This course covers basic and intermediate levels of theory and application of ICD-CM principles and guidelines for coding and sequencing diagnoses and procedures. Students perform basic and intermediate coding using real health records, case studies, and scenarios. Application will focus on the use of the electronic ICD-10-CM with an overview of encoder software. This coding class involves hands-on coding, and knowledge of basic use of applicable coding books or the electronic ICD-10-CM. Currently the students take this course through Great Falls

## **AHMS 175 - Medical Law & Ethics. 2 Credits.**

Offered at Missoula College. This course will introduce students to the common laws, regulations, and agencies affecting ambulatory medical facilities. Current issues of ethics and bioethics will also be discussed. This is a blended class.

## **AHMS 191 - Special Topics. 1-6 Credits.**

(R-6) Offered intermittently. Offered at Missoula College. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

## **AHMS 192 - Independent Study. 1-9 Credits.**

Offered at Missoula College. Course material appropriate to the needs and objectives of the individual student.

## **AHMS 212 - CPT Coding. 3 Credits.**

Offered at Missoula College. Prereq., 160 and AHMS 201 (taken through Great Falls-MSU) or consent of instructor. Comprehensive application of the CPT coding system to assign codes for services, supplies and equipment for comparative analysis, research and reimbursement.

## **AHMS 213 - ICD-10 CODING. 3 Credits.**

Offered at Missoula College. Prereq., AHMS 164 and AHMS 201 (taken at Great Falls-MSU). Basic understanding of diagnostic and procedural coding principles should already be established. The course requires interpreting ICD-10-CM coding and reporting guidelines to sequence and assign appropriate diagnostic codes for both inpatient and various outpatient settings. Compliance issues associated with various IPPS reimbursement systems such as MS-DRGs, as well as APCs are covered. Encoder software will complement the ICD-10-CM manual in the application of coding processes. Clinical information will be interpreted from brief case studies and progress to the coding of health record excerpts.

## **AHMS 216 - Pharmaceutical Products. 3 Credits.**

Offered at Missoula College. Fundamental principles of pharmacology and the implications of medication use. Includes the law as it pertains to drug use, dosage forms, routes of administration as well as the pharmacologic actions and uses of drugs.

## **AHMS 220 - Medical Office Procedures. 4 Credits.**

Offered at Missoula College. An introduction to the necessary skills and qualities required to function successfully in the medical arena. Emphasis on medico-legal and ethical responsibilities, records management and financial management of the medical practice, and interpersonal communications to include patient reception, telephone techniques and appointment scheduling.

## **AHMS 245 - Simulated Lab. 3 Credits.**

Offered Spring. Offered at Missoula College. Prereq., consent of instructor. This course will use computer applications and software in maintaining health information in medical records through practice utilizing HIT applications through the AHIMA Virtual Lab, to include the following applications: Master Patient Index, Electronic Health Record, Encoder, Abstracting, Chart Tracking, Release of Information.

## **AHMS 252 - Computerized Medical Billing. 3 Credits.**

Offered at Missoula College. Prereq., AHMS 156; prereq. or coreq. AHMS 220; or consent of instructor. A medical package is used to enter and update patient data, enter charges, payments and adjustments, and generate management reports, insurance forms, and patient statements.

## **AHMS 270E - Medical Ethics. 3 Credits.**

Offered every term. Offered at Missoula College. Ethical decision-making tools for addressing common ethical issues in the health professions. Gen Ed Attributes: Ethical & Human Values Course

## **AHMS 291 - Special Topics. 1-6 Credits.**

(R-6) Offered intermittently. Offered at Missoula College. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

## **AHMS 292 - Independent Study. 1-6 Credits.**

(R-6) Offered intermittently. Offered at Missoula College. Course material appropriate to the needs and objectives of the individual student.

## **AHMS 298 - Medical Info Internship. 3 Credits.**

Offered at Missoula College. Prereq., enrolled in final semester in program, minimum of "C" in Allied Health Medical Support courses, and recommendation of program director. On-the-job training in positions related to each student's career goal in the medical office field. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of 135 hours at an approved site and attend a scheduled one-hour seminar.