

# MEDICAL CLAIMS SPECIALIST C.T.S.

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.

## General Certificate Requirements

Additional requirements for graduation can be found on the Degree/Certificate Requirements for Graduation page (<https://catalog.umont.edu/academics/graduation-requirements/>).

Unless otherwise noted in individual program requirements, a minimum grade point average of 2.00 in all work attempted at the University of Montana-Missoula is required for graduation. Please see the Academic Policies and Procedures page (<https://catalog.umont.edu/academics/policies-procedures/>) for information on how your GPA is calculated.

Courses taken to satisfy the requirements of a major, minor, or certificate program must be completed with a grade of C- or better unless a higher grade is noted in the program requirements.

## Online Program Option

This program may be completed an online format (<https://catalog.umont.edu/online-programs/definitions/>). Students interested in pursuing an online degree or certificate program are strongly encouraged to contact the offering department to discuss specific program and course modalities (<https://catalog.umont.edu/online-programs/definitions/>) and create a plan of study with an academic advisor. The course requirements listed below may not be consistently offered via online delivery.

## Certificate of Technical Studies - Medical Claims Specialist

### Course Requirements

Code	Title	Hours
<b>Complete all of the following courses:</b>		
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 252	Computerized Medical Billing	3
BGEN 215	Career Readiness	3
BIOH 104N	Basic Human Biology	3
BIOH 105N	Basic Human Biology Laboratory	1

BMGT 245	Customer Service Management	3
HIT 265	Electronic Health Records	3
<b>Total Hours</b>		<b>22</b>

## One Year Plan

Course	Title	Hours
<b>First Year</b>		
<b>Autumn</b>		
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals <sup>1</sup>	3
BIOH 104N	Basic Human Biology	3
BIOH 105N	Basic Human Biology Laboratory	1
BMGT 245	Customer Service Management	3
<b>Hours</b>		<b>13</b>
<b>Spring</b>		
AHMS 252	Computerized Medical Billing	3
BGEN 215	Career Readiness	3
HIT 265	Electronic Health Records	3
<b>Hours</b>		<b>9</b>
<b>Total Hours</b>		<b>22</b>

<sup>1</sup> Second 8 weeks

*Last updated Fall 2025*