Medical Billing/Coding Specialist (CBCS)

**CTF 25**
Introduction to Terminology and Insurance (T)  $275
MonWed 6:45-9:45pm  
Sept 28-Dec 9 OR  
Sat 9am-3:30pm  
Oct 3-Dec 12

An overview of the medical terminology used in a medical office, starting with the basics of anatomy, including the human body and its skeletal, pulmonary, digestive, cardiovascular and reproductive systems, and an introduction to health insurance.

**CTF 26**
Procedures and Coding (CPT and ICD-10-CM) (T)  $275  
TueThur 6:45-9:45pm  
Sept 29-Dec 8 OR  
Sat 9am-3:30pm  
Oct 3-Dec 12

This course covers CPT, a systematic linking and coding of procedures and services used in outpatient settings. This coding is required for billing and reimbursement by insurers. ICD-10-CM, the international classification of diseases, is used worldwide by many healthcare facilities.  
Prerequisite: CTF 25 Introduction to Terminology and Insurance

**CTF 27**
Computerized Billing and Clinical Practice (T)  $275  
TueThur 6:45-9:45pm  
Sept 29-Dec 8 OR  
Sat 9am-3:30pm  
Oct 3-Dec 12

You will continue your study of office procedures and billing to include scheduling patients for laboratory, surgical and testing procedures, completing patient charts, and accounting practices, using state-of-the-art medical software.  
Prerequisite: CTF 26 Procedures and Coding, and basic computer skills.