Medical Billing & Coding Specialist (CBCS)

This program is aimed at individuals who are either currently employed or seeking employment in a healthcare provider’s office, health insurance company, or independent billing center, and who want to become a certified Medical Billing & Coding Specialist. (180 clock hrs)

**CTF 25**
Introduction to Terminology and Insurance (T) $325
MonWed 6:40-9:50pm
Jan 17-Mar 28 OR
Sat 9am-3:30pm
Jan 20-Mar 24

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) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29 OR
Sat 9am-3:30pm
Jan 20-Mar 24

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) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29 OR
Sat 9am-3:30pm
Jan 20-Mar 24

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.

All course titles with a (T) require a textbook.