Medical Billing/Coding Specialist (CBCS)

**CTF 25**  
**Introduction to Terminology and Insurance (T)**  
$275  
**TueWedThur 6:45-9:45pm**  
**June 30-Aug 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. There will also be an introduction to health insurance.

**CTF 26**  
**Procedures and Coding (T)**  
$275  
**TueWedThur 6:45-9:45pm**  
**June 30-Aug 12**  
This course covers CPT, a systematic linking and coding of procedures and services used in out-patient settings. ICD-9-CM is used worldwide by many health-care facilities.  
**Prerequisite: CTF 25**

**CTF 27**  
**Computerized Billing and Clinical Practice (T)**  
$275  
**TueWedThur 6:45-9:45pm**  
**June 30-Aug 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**