Medical Billing/Coding Specialist (CBCS)

**CTF 25**
Introduction, Terminology and Insurance (T)  
$275  
MonWed 6:45-9:45pm  
Jan 21-April 1 OR  
Sat 9am-3:30pm  
Jan 24-Mar 28

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-9-CM) (T)  
$275  
TueThur 6:45-9:45pm  
Jan 20-Mar 31 OR  
Sat 9am-3:30pm  
Jan 24-Mar 28

CPT is a systematic linking and coding of procedures and services used in out-patient settings. This coding is required for billing and reimbursement by insurers. ICD-9-CM, the international classification of diseases, is used worldwide.  
**Prerequisite:** CTF 25 Introduction, Terminology and Insurance

**CTF 27**
Computerized Billing and Clinical Practice (T)  
$275  
TueThur 6:45-9:45pm  
Jan 20-Mar 31 OR  
Sat 9am-3:30pm  
Jan 24-Mar 28

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.