Medical Billing/Coding Specialist (CBCS)

**CTF 25**  
Introduction to Terminology and Insurance (T)  
$275  
MonWed 6:45-9:45pm  
Jan 11-Mar 23 OR  
Sat 9am-3:30pm  
Jan 16-Mar 19  
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  
Jan 12-Mar 17 OR  
Sat 9am-3:30pm  
Jan 16-Mar 19  
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  
Jan 12-Mar 17 OR  
Sat 9am-3:30pm  
Jan 16-Mar 19  
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.