Medical Billing & Coding Specialist (CBCS)

**CTF 25 Introduction to Terminology and Insurance (T) (M)** $325
MonWed 6:45-9:45pm
April 6-June 24 OR
Sat 9am-3:30pm
April 18-June 20

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) (M)** $325
MonWed 6:45-9:45pm
April 6-June 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
April 7-June 23

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.