

Diploma Program in  
**MEDICAL CODING & BILLING**



**PROGRAM DETAILS**

Core Courses

Course Code	Course Title	Credit Hour
CTS2208	Microsoft Technology Applications	4
HSC1531	Medical Terminology	4
BSC1085	Anatomy & Physiology	4
OST1455	Medical Coding I	4
OST1456	Medical Coding II	4
OST1463	Medical Insurance & Billing Procedures	4
<b>TOTAL</b>		<b>24</b>

**Total Semester Credit Hours required: 24**



**Acquire the skills to become  
a professional in the Medical Field**

-Diploma Program in Medical Coding & Billing at CBT College

# SCHOOL OF ALLIED HEALTH & SCIENCES MEDICAL CODING & BILLING



## CERTIFICATION GOALS

National Certification Examination for Medical Coding & Billing conducted by the National Center for Competency Testing and/or NHA. OSHA and HIPAA Certifications are part of your certification goals as well.

Includes Training as Medical Collections Specialist and Medisoft.

## Why get certified?

Getting your medical billing and coding certification can give you a competitive edge in the job market. Many employers prefer to hire candidates with certification, since it gives them the assurance that a job candidate has the right skills and professional qualifications to do the job.

## PROGRAM SHOWCASE

The medical coding program reviews medical documentation provided by physicians and other health care practitioners and translates this information into standardized numerical codes. The coding specialist assigns and sequences diagnostic and procedural codes using universally recognized coding systems. The codes are used to facilitate third party reimbursement, facilitate statistical classification and research, and examine utilization patterns. As Insurance & Billing Specialist the goal is to assist in an ethical manner in the revenue cycle, helping both the patient in obtaining maximum insurance plan benefits and ensuring a cash flow to the health care provider. As well as, students can choose to continue with the coursework toward an associate degree in Health Information Technology.

## INDUSTRY APPLICATION

Medical billing clerks are responsible for many important activities including: compiling and keeping track of patient invoices and then mailing them out to customers, coordinating between patients, doctors and insurance companies to assure the accuracy of payment to the right party, calculate charges using specialized computer billing software, and prepare bills. Medical Billing clerks are typically employed in a professional office environment, although many are allowed to work from home.



**PC laptop: Available to students for this program**

(See financial aid for assistance)<sup>1</sup>



**Hands-On-Training** to prepare you  
for the real world of **Medicine.**

-CBT College

<sup>1</sup> Subject to Enrollment Agreement Limitations and Exclusions Addendum