MEDICAL BILLING AND CODING CLASSES $250 EACH

ASK ABOUT THE DISCOUNTED ENROLLMENT FEES FOR STUDENTS COMPLETING THE MEDICAL BILLING AND CODING CERTIFICATE PROGRAM

☐ Orientation
  Wednesday, March 20
  Sunday, March 24
  (Please select one date)
  6:30- 8:00 pm
  1:00- 2:30 pm

Discover more about the popular Medical Billing and Claims Administration Certificate Program offered through Los Angeles Southwest Extension Program. Find out all that the program entails, including payment methods, book fees, and background information about the instructors. Get assistance in tailoring the program for your individual goals, in addition to seeking employment assistance. The ins and outs of the program will be discussed, including what is required of each student. All potential or interested participants in our program are required to attend.

☐ Medical Terminology Intro
  Sunday, April 14
  9:00- 4:00 pm

Use outlines, exercises, and pronunciation guides to develop the basis for a strong medical vocabulary, or brush up on your medical terminology skills. Students will learn to decipher, build, and understand medical terms by studying vocabulary parts. This course does not presume a background in science or biology-it is clear and easy-to-learn regardless of your level of expertise.

☐ Medical Terminology Advanced
  Sunday, April 21
  9:00- 4:00 pm

Program participants shall continue to expand their medical vocabulary. Students are guided through more in-depth instruction and practice exercises. Class further develops terminology for billers and coders.

☐ ICD-9 Coding
  Sunday, April 28
  9:00- 4:00 pm

You will learn the basic procedures and diagnosis coding relating to physician reimbursement. Understand the coding principles used to transform verbal diagnoses and surgical procedures into numerical codes, and learn which codes require the 5th digit, and the 100 most frequently used diagnosis codes.

☐ CPT Coding & HCPCS
  Sunday, May 5
  9:00- 4:00 pm

This course is designed to instruct the student in CPT 95 coding and HCPCS coding. After completing ICD-9 coding (diagnosis coding) you now need to code the procedure performed. Your codes must “match” for maximum reimbursement. Learn to use the most complete codes. This course will be valuable for the beginner and the current biller.

☐ Medical Billing 1
  Sunday, May 19
  9:00- 4:00 pm

Become a valued professional in the fast growing health care field. Beginning students will learn medical billing techniques, and how to follow up and collect on billed claims. Learn to complete medical and itemized statements. Various types of insurance plans and insurance cards will also be reviewed. Prerequisite: Medical Terminology. Text(s) discussed in class

☐ Advanced Medical Billing
  Sunday, May 26
  9:00- 4:00 pm

You will be instructed how to prepare a “clean” HCFA-1 500 claim form for Medicare, Med-Cal, and other private carriers. This course will build on the information received in the beginning medical billing course and will include the billing cycle, explanation of benefit forms and collections.

☐ Advanced Coding
  Sunday, June 2
  9:00- 4:00 pm

Take the information presented from beginning medical coding classes, including ICD-9 coding, CPT coding, in covered with more depth, and this coding for maximum reimbursement.

☐ Hospital Billing
  Sunday, June 9
  9:00- 4:00 pm

This course will provide you with an introduction to the hospital medical field. Learn correct coding and collecting of claims. Hospital based processes will be taught along with HMO's and IPA'S. Processing from start to finish receiving proper payment for services provided.
Los Angeles Southwest College
Community Services & Extension Programs
Presents

Medical Billing and Coding Certificate

Orientation

Monday, March 20
6:30 p.m. - 8 p.m.

Sunday, March 24
1 p.m. - 2:30 p.m.

Learn how you can get started in a new career

Medical Terminology
ICD-9 Coding
Medical Billing and More

Program begins April 14

Register today

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West Campus
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