

Certified Billing and Coding Specialist **Evening Classes** at **Area 31 Career Center** for the Fall Semester 2024 August 21(Orientation 6-9PM) & August 26 through December 19, 2024

Program Partners: Area 31 Career Center

Program Schedule: Monday, Tuesday, and Thursday; 6:00PM—9:00PM

Instructional Hours: 126 hours

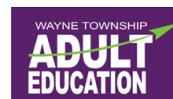
Program Overview: The WTAE-Career Training CBCS Program trains students to perform billing and coding tasks in a medical office. The program gives students foundational knowledge in financial practices, understanding the basics of medical billing, and coding processes, the fundamentals of anatomy and physiology and medical terminology, HIPAA and ethical best practices. Students master multitasking as it relates to patient billing, processing insurance requests, maintaining records, and corresponding with patients. Students will use ICD-10-CM, CPT and HCPCS. **These books will need to be purchased by the student (\$360).**

Students will complete a mandatory 24-hour clinical experience during Weeks 11-14. Employment assistance is available to students.

Certifications: NHA Certified Billing and Coding Specialist (CBCS), WIN Essential Soft Skills, OSHA-10 Healthcare and CPR Basic Life Support Certification

Program Requirements:

1. High School Diploma or High School Equivalency (GED/HSE)
2. Indiana Identification (driver's license / state ID)
3. Social Security card/ Authorization to work in the US
4. Criminal Background Check
5. Drug Screen (9-panel)
6. Immunization Record
7. Physician Health Statement



Students will complete a mandatory 24-hour clinical experience during the class.

Week	Monday 6:00PM - 9:00PM	Tuesday 6:00PM - 9:00PM	Thursday 6:00PM - 9:00PM
1	August 26	August 27	August 29
2	September 2 (No School)	September 3	September 5
3	September 9	September 10	September 12
4	September 16	September 17	September 19
5	September 23	September 24	September 26
6	September 30	October 1	October 3
7	October 7	October 8	October 10
October 14 through October 25—Fall Break (No Classes)			
8	October 28	October 29	October 31
9	November 4	November 5	November 7
10	November 11	November 12	November 14
11	November 18	November 19	November 21
12	November 25	November 26	November 28 (No Class- Thanksgiving)
13	December 2	December 3	December 5
14	December 9	December 10	December 12
15	December 16 Certification Week	December 17 Certification Week	December 19 Certification Week

SELECTION PROCESS

1. Go to **adulthood.info/career**, download and print the **class schedule**, and click "Start Here."
2. **Read everything carefully** before choosing "Click Here to Get Started!"
3. **Create** a Wayne Township Portal Login with your email and a password.
4. **Complete ALL** required steps in the 2023-24 Career Training Scholarship Portal, which includes uploading documents.
5. **Schedule** in-person TABE testing in reading, math, and language.
6. **Complete**— TABE testing 3 hours.
7. **Attend**- a 30-minute virtual interview.

At the conclusion of interviewing and testing, the selection committee will review all candidate files.

Competitive selections will be made for awarding of scholarships.

Candidates will be notified of scholarship status by email no later than August 9, 2024.

Updated 5/1/2024