

Certified Billing and Coding Specialist **Evening Classes** at **Area 31 Career Center** for the Spring Semester 2025 January 29(Orientation 6-9PM) & February 3 through May 30, 2025

Program Partners: Area 31 Career Center

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

Instructional Hours: 126 hours

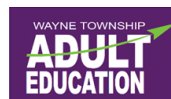
Program Overview: The WTAE-Career Training CBCS Program trains students to perform billing and coding tasks in a medical office. The program gives students foundational knowledge in financial practices, understanding the basics of medical billing, and coding processes, the fundamentals of anatomy and 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 and Authorization to work in the US
4. Criminal Background Check
5. Drug Screen (10-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	February 3	February 4	February 6
2	February 10	February 11	February 13
3	February 17	February 18	February 20
4	February 24	February 25	February 27
5	March 3	March 4	March 6
6	March 10	March 11	March 13
7	March 17	March 18	March 20
March 24 through April 4—Spring Break (No Classes)			
8	April 7	April 8	April 10
9	April 14	April 15	April 17
10	April 21	April 22	April 24
11	April 28	April 29	May 1
12	May 5	May 6	May 7
13	May 12	May 13	May 15
14	May 19	May 20	May 22
15	May 26 (No School)	May 27 Certification Week	May 29 Certification Week

SELECTION PROCESS

1. Go to **adulted.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 2024-25 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 January 23, 2025.

Updated 8/12/2024