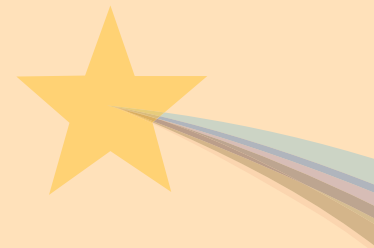




BASIC MEDICAL BILLING

Medical office assistants who can handle medical billing efficiently and accurately are in high demand. This certificate program provides training in the processing and filing of Medi-Cal and private insurance forms, as

well as an introduction to Medicare and private insurance company procedures. It also serves as a partial requirement for the traditional Medical Office Assistant Certificate and A.A. degree.



COURSES REQUIRED

COURSE NUMBER	COURSE TITLE	UNITS
CAOT 033	Records Management and Filing	2
CAOT 044	Medical Terminology	3
CAOT 126	Introduction to Medical Coding/Billing	3
TOTAL UNITS		8

Students need to meet the ESL or English 28/31 requirement