



Healthcare Business Solutions, LLC

**Certified Billing & Coding Specialist (CBCS)  
Fall 2016 Syllabi**

**Instructor: Raquel Joaquin, CBCS, CPC**

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**Meeting Times & Days:Tues. & Thur. Eve. 5:30-9:30PM**

**18 WEEKS/198 HOURS (144 CLASSROOM HRS & 54 ONLINE HRS)**

***Course Prerequisites***

Basic computer, math, reading and writing skills

*(CBCS Certification Exam Prerequisites-High School Diploma or GED and completion of  
CBCS training course with a 70% or better)*

***Course Description***

This is a 198-hour course that instructs students in the various types of medical insurances, the rules specific to each type of insurance. This course also instructs and drills students in anatomy, terminology, medical coding, billing, reimbursement methodologies, insurance payment posting, HIPAA, Medical claim forms. The course also allows students to navigate in and become comfortable utilizing Office Ally's Practice Mate, practice management software system. Students will also be instructed on the basics of preparing and formatting spreadsheets. Upon Successful Completion of the course, students will be eligible to sit for the National Healthcare Association, CBCS exam. The CBCS is an **entry-level** certification in coding and billing.

***Methods of Evaluation***

Class assignments, attendance, interaction, online responses, Chapter Quizzes & Final examination



### ***Homework***

Students will be required to spend approximately 8 hours per week on homework assignments.

### ***Requirements for Successful Completion***

Minimum score of 70 for course grade calculated as follows:

Assignments= 20%

Quizzes=30%

Projects & Presentations = 20%

Final Examination = 30%