

**OVERVIEW**

The Medical Biller certificate program prepares students to complete medical insurance claims for outpatient clinics and medical offices. Students receive training in anatomy & physiology, CPT and ICD coding, medical terminology, disease process, computer bookkeeping procedures, manual and computer insurance billing for commercial, Medicaid, Medicare, Worker's Compensation, and managed care plans.

**CERTIFICATION:** The Medical Biller Program offers a Certificate of Achievement.

**PROGRAM  
REQUIREMENTS**

- **Strongly recommended for success in the program:** ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English.
- **Recommended Prep:** successful completion of Math 70, 80 or higher.
- **Required Cost:** Books, \$1000.00 (over 2-3 semesters)
- **Certification preparation for:** AAPC CPC Exam  
NHA CBCS Exam

**ADMISSION  
REQUIREMENTS**

- 18 years of age minimum
- No work experience for this program

**STUDENT SERVICES  
(415)561-1835**

**NEW CREDIT STUDENTS:** Fill out a CCSF [credit](#) application at [Credit Admission](#) or call 415-239-3285

**RETURNING STUDENTS:** Have attended CCSF before as a credit student but have not enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update your personal information) at [Credit Admissions](#). If you have only been away for one semester, you are considered a [Continuing Student](#).

**TUITION: (subject to change without prior notice)**

- Go to "[Tuition & Fees Office](#)" or call 415-239-3522
- **California residents:** \$46 per unit
- **Nonresidents:** \$452 per unit (\$46 per unit + \$406 non resident tuition)
- \$20 Student Health Fee (\$16 in Summer)
- **Additional cost:** books, supplies, uniforms, equipment, certification, etc.

**FINANCIAL AID**



- Go to "[Financial Aid Office](#)" or call 415-239-3577
- **"Free City" program:** free tuition to CCSF for eligible San Francisco residents. See [www.ccsf.edu/freecity](http://www.ccsf.edu/freecity)

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other post-secondary institutions, please go to <https://collegescorecard.ed.gov/>

All applicants should join a ZOOM orientation meeting. Email [cwei@ccsf.edu](mailto:cwei@ccsf.edu) for ZOOM orientation meeting ID (attend one).

**ORIENTATION DATES**

July 17, 2024	Wednesday	6:00pm - 7:30pm
Oct 16, 2024	Wednesday	6:00pm - 7:30pm
Nov 13, 2024	Wednesday	6:00pm - 7:30pm
Dec 11, 2024	Wednesday	6:00pm - 7:30pm
Mar 19, 2025	Wednesday	6:00pm - 7:00pm
Apr 16, 2025	Wednesday	6:00pm - 7:00pm
May 14, 2025	Wednesday	6:00pm - 7:00pm

**FOR PROGRAM INFO:** For questions regarding the Medical Assisting Program, please contact Dory Rincon at 415-561-1821 or [drincon@ccsf.edu](mailto:drincon@ccsf.edu). For an informational packet, please call 415-561-1813 or visit our web site at <https://www.ccsf.edu/degrees-certificates/medical-assisting>

## STEPS TO APPLY TO THE PROGRAM:

1. Attend a Medical Assisting Program orientation. The orientation is informational and will answer all questions.
2. Complete and submit the CCSF Application for admission to the College.
3. Enroll in first semester courses using the sequence of classes in the Program Packet. HCT 61, Introduction to Health Care, should be taken in the first semester. The College application is available online.

### Course Required for Certificate of Achievement in Medical Biller

First Semester:		Units
<b>BIO 106</b>	Introduction to Human Anatomy and Physiology	4.00
<b>HIT 50A</b>	Medical Terminology 1	3.00
<b>HCT 67</b>	Computer Applications in the Health Care Setting	2.00
<b>HIT 76</b>	CPT Coding	3.00
<b>MED 70</b>	Medical Insurance Billing	2.00
<b>MED 71</b>	Electronic Management of Financial Medical Records	2.00
Total:		<b>16.00</b>
Second Semester:		
<b>HIT 50B</b>	Medical Terminology 2	2.00
<b>HIT 57</b>	Disease Process	3.00
<b>HIT 73A</b>	ICD-10-CM Coding	3.00
<b>MED 55</b>	The Electronic Health Record	3.00
<b>MED 72</b>	Advanced Medical Insurance Billing	2.00
<b>MED 73</b>	Advanced Medical Manager	1.50
Total:		<b>14.50</b>
Grand Total:		<b>30.50</b>