MEDICAL BILLING AND CODING – CABOT Certificate of Achievement Program

- The student will be able to analyze medical office terminologies and to correctly spell and pronounce them, especially for each body system.
- The student will be able to acquire knowledge of the different sections of the CPT-4 and ICD-9 reference books, to identify and interpret the relevant data included on a patient's chart in order to locate the appropriate procedural and diagnostic codes, and to accurately complete billing and coding forms for patients using medial software programs.
- The student will be able to produce cohesive, grammatically correct sentences for business documents and edit a variety of business documents.
- The student will be able to identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.
- The student will be able to type by touch at a minimum of twenty-five (25) words a minute and to create, edit, and format basic business letters, business reports, academic reports, memorandum, envelopes and labels.
- The student will be able to get practical hands-on experience in the medical office environment.

The assessment tools for this program may include any of the following options:

- Employer feedback during Internship/Externship experiences.
- Co-Ed outcomes.
- Capstone Course outcomes.
- Departmental exit interviews upon completion of the program.
- Student surveys/mailings from other relevant sources (i.e. Administration Office. Human Resources, Alumni, etc.).
- Results of entry-level employee tests (i.e. La County, LAUSD, etc.).