

Medical Billing and Coding Specialist

Program Length: 3 Quarters

Weekly Hours: 30 Hours/Week

Instruction: In Person/Hybrid

Courses	Cost
Microsoft for Professionals	\$500
Business Communication	\$250
Medical Terminology	\$125
Medical Suite: Medical Law and Ethics Medical Office Procedures Electronic Health Records	\$250
Medical Billing & Coding Suite: Introduction to Medical Coding Intermediate Medical Coding Comprehensive Medical Coding	\$250
Career Foundations for Medical Billing and Coding	\$250
CPR	\$100

Textbooks	Cost
Welcome to Computer Basics: Windows 11 Edition ISBN: 9781640615229	\$50
FastCourse Microsoft Outlook 2021 & 365 ISBN: 9781640615045	\$30
Microsoft Word 2021 & 365 Comprehensive ISBN: 9781640614239	\$130
Microsoft Excel 2021 & 365 Comprehensive ISBN: 9781640614024	\$130
PowerPoint 2021 & 365 Essentials ISBN: 9781640614444	\$130
Essentials for Business Communications ISBN: 9780357715055	\$70
Medical Terminology for Healthcare Professionals, 10th Ed. ISBN: 9780136681236	\$115
Legal & Ethical Issues for Healthcare Professionals 5th Ed. ISBN: 9780323827508	\$100
HIPPA Online ISBN: 9780443107788	\$50
Kinn's the Administrative Medical Assistant 15th Ed. ISBN: 9780323874236	\$140
Simchart for the Medial Office 1st Ed. ISBN: 9781455753185	\$110

REFUND POLICY: Refunds will ONLY be given if the class is cancelled by the Liberty Adult Education (LAE). If a class is cancelled due to insufficient enrollment, a full refund will be given. If you are unable to attend a class, you must notify LAE 48 hours in advance to receive a refund. Please select your classes carefully as there are no refunds after the first class meeting if you were in attendance or not. No refunds for books or supplies

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Textbooks	Cost
Electronic Health Record for the Physicians Office ISBN: 9780323878449	\$80
Buck's Step by Step Medical Coding 2026 ISBN: 9780443380730	\$140
American Heart Association - BLS Provider Manual ISBN: 9781684753105	\$25

Exams and Fees	Cost
Voucher for AAPC Exam <i>Certified American Academy of Professional Coders Exam</i>	\$500
Lab Fee	\$125
Registration Fee	\$250

Totals for Courses, Textbooks, Exams & Fees	Books & Fees
Courses	\$1,725
Textbooks	\$1,300
Exams & Fees	\$875
Program Total:	\$3,900

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