

## Why Join CSBU?

California South Bay University is young and energetic, and therefore, its goal is to keep growing following the development of the industries. CSBU is dedicated to providing a learning environment where students can establish increased confidence of their ability to adapt to the fast changing technological world and of their personal strength. Joining CSBU will enable you to:

- ▶ gain knowledge and skills reflecting the newest trend of technology advancement.
- ▶ nurture leadership capability which will be a valuable asset for personal career development.
- ▶ develop vision and spirit of entrepreneurship to facilitate self actualization.
- ▶ get access to various resources for job placement.



**CSBU**  
**California South Bay University**  
CSBU  
762 San Aleso Ave.  
Sunnyvale, CA 94085  
www.csbu.us



**CSBU**  
**California South Bay**  
**University**

## *Medical Biller/Coder*



U.S. Postage  
PLACE  
STAMP  
HERE

Call (408) 400-9008

## Mission

California South Bay University is a learning community that seeks to serve society by educating the leaders of tomorrow and extending the frontiers of knowledge. The mission of California South Bay University is to provide a synthesis of innovative and traditional education leading to outstanding professional opportunities for adult learners. Our educational goal is to give the student a solid background in general studies as well as specialized knowledge in a chosen field.



## Medical Billing/Coding

Medical billing and coding program (760 hours) will allow student to: Identify legal aspects and terms associated with medical records and billing; define general insurance terms and contracts; know the general standards and universal forms and procedures used in medical billing.



## Application for Certificate Programs

- Fill out an application form
- A \$50.00 non-refundable application fee
- You need to prepare the following documents:
  - ▶ Diploma of highest earned degree
  - ▶ Right to work documentation
  - ▶ Social security card
  - ▶ Valid driver license
  - ▶ Alien documentation
  - ▶ Residential address
  - ▶ Selective service registration card (male citizens only)



## CSBU Facts

- ▶ Attention to individual student.
- ▶ Clean, safe environment
- ▶ Free parking
- ▶ Guaranteed tuition
- ▶ Financial Aid
- ▶ A lot of hands on training
- ▶ Job placement

## Program Concentration:

- ▶ Medical Coding (9CPT and ICD-9)
- ▶ Medical Terminology
- ▶ Payroll; Federal/State Taxes
- ▶ Accounts Receivable/Accounts Payable
- ▶ OSHA Compliance
- ▶ HIPPA Regulations
- ▶ Managed Care/HMO's/Plans
- ▶ Health Insurance Claims
- ▶ Electronic Insurance Billing
- ▶ Medicare/Medi-Cal
- ▶ Intro to Microsoft Office
- ▶ Medical Records

For more information,  
please visit:  
CSBU Website: [www.csbu.us](http://www.csbu.us)  
Phone: (408) 400-9008  
Email: [info@csbu.us](mailto:info@csbu.us)