

Billing Codes as of February 1, 2017

Computer Training – One Time Charge Unless Otherwise Indicated

**Our instructors are Microsoft Office Specialists as Authorized by Microsoft.
Our Training Facility operates under the Illinois Board of Higher Education**

CTLOAN - Loaner Computer Charge - \$99.00 per month
CTKYBSFT - Keyboarding Software - \$200.00
CTKYB101 - Basic Keyboarding – Included in Software Charge

CTACC101 - Microsoft Access Complete - \$400.00

CTEXL101 - Microsoft Excel Basic - \$400.00
CTEXL102 - Microsoft Excel Intermediate - \$350.00
CTEX103 - Microsoft Excel Advanced - \$350.00

CTOTL101 - Microsoft Outlook Basic - \$400.00
CTOL102 - Microsoft Outlook Intermediate - \$350.00
CTOL103 - Microsoft Outlook Advanced - \$350.00

CTPWP101 - Microsoft PowerPoint Basic - \$400.00
CTPWP102 - Microsoft PowerPoint Intermediate - \$400.00
CTPWP103 - Microsoft PowerPoint Advanced - \$400.00

CTWX101 – Introduction to Windows Computing - \$275.00

CTWD101 - Microsoft Word Basic - \$400.00
CTWD102 - Microsoft Word Intermediate - \$400.00
CTWD102T - Microsoft Word Advanced - \$350.00

CTFST – Fast Track to Word - \$225.00

CTMISC – Miscellaneous - \$85.00 per hour (Includes one-on-one after the included 5 one-on-one hours per class are completed).

Education - Invoices Approved by Vendor (Not Automatic)

EDBIL - Bilingual Assistance (Interpreting) - \$85.00 per hour
EDESL101 – Vocational English as a Second Language – 9 week program
includes keyboarding, Rosetta Stone and class time - \$1700.00

Job Search and Development

JDIN - Client in Office Independent Time - \$42.50 per hour

All Charges Below are at the rate stated unless completed by a CRC (Certified Rehabilitation Counselor) at which time they are \$95.00 per hour or \$105.00 per hour if work is completed by Joseph Belmonte

JDJSSPR - Job Development Preparation - \$85.00 per hour
JDMISC - Job Development Miscellaneous - \$85.00 per hour
JDMTG - Meetings with Clients - \$85.00 – per hour
JDRCP - Client Job Search Weekly Recap - \$85.00 – per hour
JDSU - Client in Office One on One Assisted Time - \$85.00 – per hour
JDWKS – Job Search Workshops - \$85.00 per hour

Phone Calls

All Charges Below are at the rate stated unless completed by a CRC (Certified Rehabilitation Counselor) at which time they are \$95.00 per hour or \$105.00 per hour if work is completed by Joseph Belmonte

APCL - Attempt Phone Call – No Charge
PCAC - Phone Call Account - No Charge
PCAT - Phone Call Attorney – \$85.00 per hour
PCCL - Phone Call Client – \$85.00 per hour
PCEXP - Phone Call Expense Charge – 75 cents
PCMISC - All Other Phone Calls – \$85.00 per hour
PCPE - Phone Call Employer (Prospective or Current) - \$85.00 per hour

Correspondence

All Charges Below are at the rate stated unless completed by a CRC (Certified Rehabilitation Counselor) at which time they are \$95.00 per hour or \$105.00 per hour if work is completed by Joseph Belmonte

COEMLAC - Email Account - No Charge
COEMLAT - Email Attorney - \$85.00 per hour
COEMLCL - Email Client - \$85.00 per hour
COEMLMSC - All Other Email - \$85.00 per hour
COEME - Email Employer (Prospective or Current) - \$85.00 per hour
COFXAC - Fax Account - No Charge
COFXAT - Fax Attorney - \$85.00 per hour
COFXCL - Fax Client - \$85.00 per hour
COFXMSC – All Other Faxes - \$85.00 per hour
COLTRAC - Letters to Account - No Charge unless for trial reasons - \$85.00 per hour
COLTRAT - Letters to Attorney - \$85.00 per hour
COLTRCL - Letters to Client - \$85.00 per hour
COLTRMSC – All Other Letters - \$85.00 per hour
COLMS - Labor Market Survey - \$85.00 per hour
CORFN - Report Final - \$85.00 per hour
CORHPL - Rehabilitation Plan - \$85.00 per hour

CORPRG - Progress Report - \$85.00 per hour
CORVCORR- Receive and Review Correspondence - \$85.00 per hour

CRC Correspondence

CORIE - Initial Report - \$95.00 per hour except Joe Belmonte \$105.00 per hour
COTSA - Transferrable Skills Analysis - \$95.00 per hour except Joe Belmonte \$105.00 per hour

Field

All Charges Below are at the rate stated unless completed by a CRC (Certified Rehabilitation Counselor) at which time they are \$95.00 per hour or \$105.00 per hour if work is completed by Joseph Belmonte

FDMLG - Mileage Charges – Current government rate
FDMTG - Field Meeting (With or Without Client) - \$85.00 per hour
FDPKG - Parking Charges – As Charged
FDTOLL - Toll Charges – As Charged
FDTRAV - Travel Time - \$85.00 per hour for staff, \$95.00 per hour for CRCs except Joe Belmonte - \$105.00 per hour

Client Reimbursable Expenses

RCCPYEX - Copy Expense - \$85.00 per hour
RCMISC - Miscellaneous Reimbursement – As Charged
RCMLG - Mileage Reimbursement – Government Rate at 53.5 cents per mile
RCMSX- Mail or Shipping Expenses – As Charged by Outside Entity
RCTOLL - Toll Reimbursement – As Charged
RCTXV - Taxi Voucher – As Charged

Worker's Compensation

WCDEP – Deposition - \$85.00 hour staff, \$95.00 hour CRC's except Joe Belmonte \$105.00 hours
WCIE-Initial Evaluation - \$95.00 hour staff; \$105.00 hour Joe Belmonte
WCPREP - Preparation Time - \$95.00 hour staff; \$105.00 hour Joe Belmonte
WCTEST - Testimony Time - \$95.00 hour staff; \$105.00 hour Joe Belmonte
WCWAIT - Wait Time - \$95.00 hour staff; \$105.00 hour Joe Belmonte
WCBIL – Bilingual Interpreter - \$85.00 hour

Administrative Fees

ADFLDOC - Administrative File Documentation - \$85.00 hour
ADFLS- Initial File Setup – No Charge