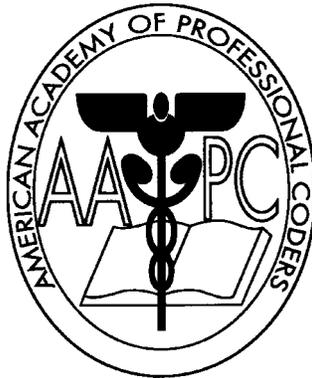


AAPC Examination Packet CPC/CPC-H



309 West 700 South
Salt Lake City, UT 84101
800-626-CODE
Fax: 801-236-2258
www.aapc.com

WHICH EXAMINATION IS BEST FOR YOU?

The **CPC (Certified Professional Coder)** examination is designed to evaluate a physician practice coder's knowledge of:

- Medical Terminology
- Human Anatomy
- CPT Coding Guidelines
- ICD-9-CM (Vol 1 & 2) Diagnostic Coding
- HCPCS Level 2
- E/M Coding
- Anesthesia Coding
- Surgical Coding
- Use of modifiers

The **CPC-H (Certified Professional Coder-Hospital)** examination is designed to evaluate a hospital outpatient coder's knowledge of:

- Medical Terminology
- ASC Facility Question
- CPT Coding Guidelines
- ICD-9-CM (Vol 1, 2 & 3) Diagnostic Coding
- HCPCS Level 2
- Human Anatomy
- UB-92 Claim Forms
- Medicare Guidelines

Note: Each examination is separate and distinct from one another. For dual certification, both examinations must be taken.

GENERAL EXAMINATION INFORMATION

CPC exam format: Five hour timed test. Open book (CPT, ICD-9-CM Vol 1 & 2, and HCPCS Level 2). 150 questions divided into three sections. CPC exam sections are broken down as follows: () — Indicates number of questions

Section 1

Medical Terminology (10)
Anatomy (10)
ICD-9-CM (10)
HCPCS (5)
Coding Concepts (5)
Evaluation and Management (10)

Section 2

Anesthesia (10)
10,000 series (10)
20,000 series (10)
30,000 series (10)
40,000 series (10)

Section 3

50,000 series (10)
60,000 series (10)
70,000 series (10)
80,000 series (10)
90,000 series (10)

CPC-H exam format: Five hour timed test. Open book (CPT, ICD-9-CM Vol 1, 2 & 3, and HCPCS Level 2). 150 questions divided into two sections. The CPC-H exam will contain questions specific to ICD-9-CM Volume III, UB-92, revenue code, and APCs. () — Indicates number of questions

Section 1

Medical Terminology (20)
ICD-9-CM (20)
Billing (20)
Outpatient Coding (20)
Surgery Coding (20)

Section 2

Case Studies (50)

HOW TO APPLY

Exam applicants must be approved through the AAPC National office 30 days prior to the testing date.

Application Requirements

- A typed or legibly printed CPC or CPC-H Certification Application.
- Two letters of recommendation addressing the applicant's qualifications, related coding experience, professional demeanor and work ethic. Letters may be submitted by colleagues, physicians, or supervisors. (Letters may not be submitted via email.)
- Payment for examination: \$285 price includes shipping and handling. (A Fee of \$25 will be assessed for all cancellations made after exams have been sent.)
- Completed exam order form and index number.
- Completed exam Agreement.
- Membership with the AAPC: \$85.
- Applicant must also contact proctor at least five days in advance to ensure a place at the test site and for information regarding time and location of the exam.

CERTIFICATION REQUIREMENTS

Applicant must have two years of coding experience. One year may be waived by submitting proof of completion of a coding course consisting of a minimum of 80 hours of classroom coding instruction. If applicant lacks two years coding experience, contact the AAPC for an apprentice application.

To achieve CPC or CPC-H credentialed status, examinees must achieve a minimum score of 70 percent in each section. If you do not pass with a 70 percent in each section, you will be required to re-take the entire exam to earn your credentials.

Authorization to Release Information

Names of those who pass either the CPC or CPC-H certification examinations will be listed in the *AAPC CODING EDGE*. Names will appear in the newsletter as they appear on the current information sheet (included with the examination). The AAPC also publishes a bi-annual International Listing Book of all certified members. Applicants who pass the CPC or CPC-H certification examination will be listed.

Diploma

Each new certified coder (CPC or CPC-H) will receive a diploma that identifies his/her credentials. The coder's name will appear on the diploma as it appears on the current information sheet, included with the exam.

Submit Application Material

AAPC Exam Department
309 West 700 South
Salt Lake City, Utah 84101
800-626-2633
Fax: 801-236-2258
email: aapc@aapc.com or exam@aapc.com

- Exam Application Requirements MUST be **received** by the AAPC **at least** 30 days prior to the testing date.
- Applicants received less than 30, but more than 20 days before an exam date, will be accepted only by special arrangement, and will be charged a \$25 express fee.
- Applications received less than **20 days** before the exam date will **NOT** be accepted under any circumstances.

APPROVED TESTING SITES

Exams must be taken through an AAPC Local Chapter, or an AAPC Curriculum site.

A list of AAPC approved exam dates and locations may be found in each issue of the *AAPC CODING EDGE*, by calling our National office and requesting an AAPC approved testing site fax or on our website at www.aapcnatl.org. The index number may be found on each of these listings or from the contact person of the exam.

Taking the Examination

The applicant is allotted five hours to complete the exam. Breaks are allowed and time used for breaks does not count as part of the five hours, however, only one person is permitted to leave the test room at a time. Applicants are allowed two breaks during the examination. Please bring whatever is needed to be comfortable for the full five hour time period. Beginning May 1st of every year, the current year will be issued to all applicants.

Taking test materials from the site will disqualify the applicant and will result in automatic failure of the examination.

Only the applicable current editions of the CPT, ICD-9-CM, and HCPCS manuals will be permitted for use during the examination.

TEST ADMINISTRATION

When to arrive

It is recommended that the applicant arrive at the test site at least 30 minutes prior to testing.

What to bring

- Picture ID
- Several #2 pencils
- Current editions of the CPT, ICD-9-CM, and HCPCS manuals
- No other books are allowed
- Applicant may not paste materials in their CPT, ICD-9-CM, HCPCS manuals
- Medical terminology may not be written or pasted in CPT, ICD-9-CM, HCPCS manuals
- No part of AAPC study guide may be written or pasted in CPT, ICD-9-CM, HCPCS manuals
- No scratch paper is allowed, you may write in your exam booklet

EXAMINATION RESULTS

Notification of Examination Results

Exam results will be mailed within four to six weeks to the examinee only. The AAPC cannot release examination results by telephone or fax.

Re-examination

Unsuccessful applicants may retake the exam one more time at no additional charge, after 30 days and within one year of the initial exam date. Beginning May 1st of each year, only current year exams will be issued. In order to retake the exam, a completed exam order form is required 30 days before the exam date.

Credentials

Upon successful completion of either the CPC or CPC-H examination, individuals may use the credentials CPC or CPC-H (depending on which exam was taken) following their names to denote specialized knowledge and skill in medical coding.

CPC or CPC-H Apprentice

Those applicants who are successful in passing the certification exam, yet have not met the required “medical field experience”, will be awarded the initial designation “CPC-Apprentice” or “CPC-H Apprentice”. The CPC/CPC-H Apprentice is required to submit the annual 18 CEUs while completing their medical field experience requirement, and will receive a certificate from AAPC for CPC/CPC-H Apprentice. When the required medical field experience is met, they may submit documentation and receive their official AAPC CPC/CPC-H diploma.

Maintenance of Certification Requirements

AAPC believes the medical coding profession is constantly changing. Thus, in order for an individual to keep his/her CPC or CPC-H certification, he/she must be current with membership and acquire 18 continuing education units (CEUs) on an annual basis. If both CPC and CPC-H credential have been attained, current membership and 24 CEUs per year are required to maintain the status of both.

Note: Any and all documentation relating to the AAPC National Examination is solely owned by the American Academy of Professional Coders and as such, is protected by copyright laws. Any reproduction of any kind, including technical reproduction of said materials is prohibited. Infringement of the copyright laws will result in civil and criminal prosecution as well as disciplinary action with regards to membership and accreditation with the AAPC.

AAPC's Directives for Exam Proctoring and Applicant Examination Guidelines:

- No material(s) may be inserted, taped, pasted, glued, or stapled in either the CPT, ICD-9-CM and HCPCS Level 2 code books used for CPC or CPC-H examinations. This includes office superbills, charge tickets, medical dictionaries, any parts of the CPC or CPC-H review books, scrap paper or other printed or typed material(s).
- Only current CPT, ICD-9-CM and HCPCS manuals (in their original forms) may be allowed at testing. Information previously written in either manual that helps you in your day-to-day coding is allowed in the examination.
- Word-for-word descriptions from medical dictionaries, medical terminology, charge tickets or review books may not be used.
- Questions on either CPC or CPC-H test do not require the use of any outside material. All answers can be found in either CPT, ICD-9-CM or HCPCS manuals or common sense reasoning.
- Any Applicant or Proctor found not observing the above guidelines will disqualify the applicant and may result in the proctor's loss of accreditation.

August, 24, 1999

EXAM AGREEMENT

Each Statement listed below must be initialed by the applicant. The applicant's signature below verifies that the applicant understands and agrees to abide by all exam requirements as outlined in this document. If you have any questions or concerns regarding this letter please contact the Exam Department at 800-626-2633 or email exam@aapc.com.

- _____ 1. I understand that the exam may not be sent until all requested information has been received, including this signed Exam Agreement, an AAPC National Exam Application, Two letters of recommendation, payment for the exam, current membership, and an Exam Order Form. (For retakes the Exam Order Form MUST be resubmitted.) Prior to exam date a confirmation letter will be sent to you verifying your exam information.
- _____ 2. I have read AAPC's Directives for Exam Proctoring and Applicant Examination Guidelines and understand that my books are subject to examination by the proctor. If the proctor determines my books contain inappropriate material, I understand that I may be denied use of my books during the examination at the proctors discretion. Should use of my books be disallowed, the proctor is not responsible to provide replacement books for my use during the examination.
- _____ 3. I understand that all examination materials are the sole property of the AAPC and all information contained therein is strictly confidential. Additionally, no part of the examination may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means - graphically, electronically, verbally, or mechanically, including photocopying, recording, taping without express written permission from the publisher. If this proprietary information is disclosed, I understand that such disclosure would constitute a violation of copyright laws and my certification will be revoked.
- _____ 4. I understand that the proctor is responsible to mail the exam back to the AAPC. It is recommended to the proctor that the exams be sent in a way they can be tracked. AAPC is not responsible for lost exams.

I have read and understand the above information and agree to adhere by these guidelines. I understand that any rules that are not followed can and may result in disqualification of the exam and decertification of the proctor, as well as forfeiture of any monies invested. Additionally, disclosure of proprietary information may result in civil and/or criminal prosecution of the discretion of the AAPC.

Applicants Signature _____

Date _____

AAPC National Exam Application

Exam Date _____

Test Site _____

Check One: CPC Exam (Physician Coder) CPC-H (Facility Coder)
 All exams are current year only

1. PERSONAL INFORMATION			
Name	Last	Middle	First
Employer/Company			
Mailing Address <input type="checkbox"/> Work <input type="checkbox"/> Home	Street	Apt	
SSN/Member ID #	City	State	Zip
Work Phone	Fax	Current Specialty	
Home Phone	Fax	Email Address	

2. EDUCATIONAL EXPERIENCE			
High School/GED Equivalent	City/State	Graduation Date	Degree Earned
College or University (last attended)	City/State	Dates of Enrollment	Degree Earned
Additional Training	City/State	Dates of Enrollment	Degree Earned

3. PRACTICAL EXPERIENCE IN THE CODING FIELD (minimum 2 years required)*			
A. Employer	Job description	Employment Dates to	Immediate Supervisor/Phone
B. Employer	Job description	Employment Dates to	Immediate Supervisor/Phone
<p>* To receive a CPC or CPC-H credential, you must have a minimum of 2 years coding experience or have 1 year coding experience and complete an 80 educational hour coding course. If you do not have the necessary requirements to receive a credential, an apprenticeship application must be completed.</p> <p><input type="checkbox"/> Please send me an apprenticeship application.</p> <p><input type="checkbox"/> Please send me an apprenticeship application and waive 1 year on apprenticeship (proof of completed coding course is attached).</p>			

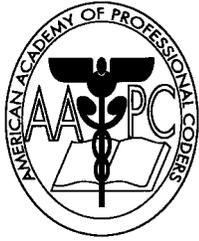
I hereby attest that the above information is true and accurate to the best of my knowledge.

Applicant's Signature

Date

American Academy of Professional Coders

309 West 700 South
 Salt Lake City, Utah, 84101
 (800) 626-2633 • Fax (801) 236-2258
 www.aapc.com



AAPC Products Form

Name: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 SS#: _____
 Specialty: _____
 Email: _____

FOR OFFICE USE ONLY
 Initials _____
 Date _____

VISA DISCOVER
 MASTERCARD

Acct: _____
 Exp. Date: _____
 Signature: _____

Check or Money Order Enclosed
 (US Funds Only)

Description	Quantity	Size	Color	Price	Total
Study Guides:					
Studyguide CPC Member				\$45.00	
Studyguide CPCNonmember				\$60.00	
Studyguide CPC-H Member				\$45.00	
Studyguide CPC-H Nonmember				\$60.00	
Exams:					
CPCExam (shipping & handling included)				\$285.00	
CPC-H Exam (shipping & handling included)				\$285.00	
ISP:					
ISPCPCMember				\$975.00	
ISPCPCNonmember				\$1075.00	
ISPCPC-HMember				\$1125.00	
ISPCPC-HNonmember				\$1225.00	
Individual Module-Member				\$250.00	
Individual Module-Nonmember				\$335.00	
Products:					
Pullover (M-4X)			Navy or White	\$35.00	
Cotton Shirt (M-XL)			Cream or Denim	\$35.00	
Pique Polo (M, L)			Navy or White	\$15.00	
Pique Polo (XL, 2XL)			Navy or White	\$17.00	
Cardigan (XL)			Navy or White	\$20.00	
Cardigan (2XL, 3XL)			Navy	\$22.00	
Conference Pins ('93, '94, '95, '96, '97, '98, '99, '00)				\$7.00 each	
AAPCMembership Pin				\$10.00	
CPCPin				\$10.00	
CPC-H Pin				\$10.00	
Insulated Water Bottle				\$4.00	
Wrist Pad				\$5.00	
Other					

Subtotal Price of Products _____
 USAShipping & Handling _____

Individual Membership (shipping & handling included)				\$85.00	
Student Membership (shipping & handling included)				\$50.00	

Shipping & Handling for USA	
\$10 or less.....\$3	\$501 - \$1000.....\$15
\$11 - \$100.....\$5	\$1000+\$20
\$101 - \$500.....\$10	Additional: Overnight \$15, 2 day \$10, 3 day \$7
(Please allow 2 days processing for overnight shipping. For all international deliveries please call for pricing)	

Express Delivery _____
 Total amount ordered _____

REFUNDPOLICY

- Processing Fee- service charge on all refund items
- No refund past 30 days or if product has been opened

Application for Apprentices Designation

1. PERSONAL INFORMATION			
Name	Last	Middle	First
Employer/Company			
Mailing Address <input type="checkbox"/> Work <input type="checkbox"/> Home	Street	Apt	
SSN/Member ID #	City	State	Zip
Work Phone	Fax	Current Specialty	
Home Phone	Fax	Email Address	

2. CODING-RELATED EDUCATIONAL EXPERIENCE			
High School/GED Equivalent	City/State	Graduation Date	Degree/Certificate Earned
College or University (last attended)	City/State	Dates of Enrollment	Degree/Certificate Earned
Additional Training	City/State	Dates of Enrollment	Degree/Certificate Earned
<input type="checkbox"/> I have completed 80 hours of coding-related courses. Please waive one year of the apprenticeship. *			

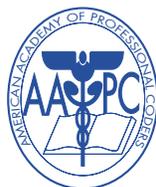
3. WORK EXPERIENCE IN THE CODING FIELD				
A. Employer	Job Description	Employment Dates to	Immediate Supervisor	Phone
B. Employer	Job Description	Employment Dates to	Immediate Supervisor	Phone
<input type="checkbox"/> I have at least two years of on-the-job coding experience.* <input type="checkbox"/> I have at least one year of on-the-job experience.*				

*** IMPORTANT!!** If you have at least one year of coding experience and have completed an 80-hour coding course OR you have at least two years of coding experience, DO NOT submit this application.

I hereby attest that the above information is true and accurate to the best of my knowledge.

Applicant's Signature

Date



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