

# Student Exam Instructions

## Important Exam Notes

### ARRIVE EARLY

You should arrive 30 minutes early to your exam location. Late entry is not permitted.

### DON'T FORGET

Don't forget the necessary items: Photo ID, #2 pencils, an eraser, a calculator, and your coding books/references.

### BREATHE

Take a minute to breathe: You have prepared for this. This is your opportunity to demonstrate your expertise.

## Prohibited Items



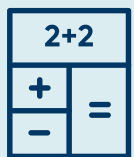
### Electronic Devices

No electronic devices with an on/off switch or any device capable of capturing and storing an image are allowed into the examination room. Failure to comply will result in disqualification of your exam. This list includes, but is not limited to cell phones, tablets, smart watches, Fitbits, etc.

### References Not Allowed

1. Study Guides
2. Procedural Coding Expert
3. Any Procedural Professional
4. CPT Plus! – PMIC
5. CPT Insider's View – AMA
6. ICD-10-CM Easy Coder

# Allowed Materials



## Calculator

Manual calculators are allowed on all exams (No smart phones, smart watches or Fitbits)



## Book Notes

Handwritten notes are acceptable in the coding books only if they pertain to daily coding activities. Long passages of information are

not permitted on the blank pages. Questions from the Study Guides, Practice Exams, or the Exam itself are prohibited. Altering, whitening out, painting, or printing over any pages within the code books (e.g., marketing pages, table of contents, reference pages, etc.) to supplement information is prohibited.



## Book Tabs

Tabs may be inserted, taped, pasted, glued, or stapled in the manuals so long as the obvious intent of the

tab is to earmark a page with words or numbers, not supplement information in the book.



## Book Year

All AAPC exams are based on the current calendar year's code sets, so we strongly suggest you use the current year's books. The previous

calendar year's books may be used on an exam, but you would be at obvious disadvantage doing so. The upcoming year's books are not allowed for exam use. The exams are updated every January for the new code sets.

## Core Certification

Exam	Certification	Questions	Books*/References
Certified Professional Coder	CPC®	100	1, 2, 3
Certified Inpatient Coder	CIC™	40 multiple choice, 7 inpatient cases (fill in the blank)	2, 11
Certified Outpatient Coder	COC™	100	1, 2, 3
Certified Professional Biller	CPB™	135	1, 2, 3
Certified Professional Medical Auditor	CPMA®	100	1, 2, 3, 4, 5
Certified Professional Compliance Officer	CPCO™	100	12, 13
Certified Physician Practice Manager	CPPM®	135	13
Certified Risk Adjustment Coder	CRC™	100	2
Certified Documentation Expert Outpatient	CDEO®	100	1, 2, 3, 4, 5, 10
Certified Documentation Expert Inpatient	CDEI®	100	2, 11

## \* Books/References

1. CPT® (AMA Professional edition ONLY). No other publisher is allowed
2. Your choice of ICD-10-CM. Also approved: The printed ICD-10-CM Official Guidelines. *Highlighting, underlining and brief notations needed for day-to-day coding is permitted on the printed side of the page. Long passages of information is not permitted on the blank pages of the print out.*
3. Your Choice of HCPCS Level II.
4. The CMS 1995 and 1997 Evaluation and Management (E/M Documentation Guidelines.)
5. E/M Audit Worksheets of your choice
6. ASA RVG
7. CPT® crosswalk
8. Anatomical charts or pictures of the vascular tree. *These may have codes on them.*
9. Both volumes of the Coding Companion.
10. One reference of choice (includes medical dictionary)
11. Your choice of ICD-10-PCS
12. One of the following OIG references - *Notes on printed side of pages are allowed*
  - i. OIG Supplemental Compliance Program Guidance for Hospitals.
  - ii. OIG Compliance Program for Individuals & Small Group Physician Practices.
  - iii. OIG Compliance Program Guidance for Third-Party Medical Billing Companies
13. AAPC Reference Guides

# Allowed Materials

## Specialty Certification

Exam	Certification	Questions	Books*/References
Ambulatory Surgery Center	CASCC™	100	1, 2, 3, 10
Anesthesia/Pain Management	CANPC™	100	1, 2, 3, 4, 5, 6, 7, 10
Cardiology	CCC™	100	1, 2, 3, 4, 5, 8, 10
Cardiovascular/Thoracic	CCVTC™	100	1, 2, 3, 4, 5, 8, 10
Dermatology	CPCD™	100	1, 2, 3, 4, 5, 10
Emergency Department	CEDC™	100	1, 2, 3, 4, 5, 10
Evaluation and Management	CEMC™	100	1, 2, 3, 4, 5, 10
Family Practice	CFPC™	100	1, 2, 3, 4, 5, 10
Gastroenterology	CGIC™	100	1, 2, 3, 4, 5, 10
General Surgery	CGSC™	100	1, 2, 3, 4, 5, 10
Hematology/Oncology	CHONC™	100	1, 2, 3, 4, 5, 10
Obstetrics/Gynecology	COBGC™	100	1, 2, 3, 4, 5, 10
Orthopaedic Surgery	COSC™	100	1, 2, 3, 4, 5, 9, 10
Pediatric	CPEDC™	100	1, 2, 3, 4, 5, 10
Rheumatology	CRHC™	100	1, 2, 3, 4, 5, 10
Urology	CUC™	100	1, 2, 3, 4, 5, 10
Ophthalmology	COPC	100	1, 2, 3, 4, 5, 10
Interventional Radiology and Cardiovascular	CIRCC®	100	1, 3, 8

## Instructor Certification

2 hours to complete

Exam	Certification	Questions	Books*/References
CPC Instructor	Approved Instructor	50	1, 2, 3
CPB Instructor	Approved Instructor	70	1, 2, 3
CPPM Instructor	Approved Instructor	70	13
CRC Instructor	Approved Instructor	50	2
CIC Instructor	Approved Instructor	50	2, 11
COC Instructor	Approved Instructor	50	1, 2, 3
CPMA Instructor	Approved Instructor	50	1, 2, 3, 4, 5
CDEO Instructor	Approved Instructor	50	1, 2, 3, 4, 5, 10
CDEI Instructor	Approved Instructor	50	2, 11

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  - ii. OIG Compliance Program for Individuals & Small Group Physician Practices.
  - iii. OIG Compliance Program Guidance for Third-Party Medical Billing Companies
13. AAPC Reference Guides