Proctor-to-Examinee Instructions

Please Read Aloud to Examinees

Welcome to AAPC's Certification Exam. My name is **[state your name]** and this is **[state second proctor's name.]** We are the proctors for your examination today. **[Please write down your first and last name on a board for examinees to see]**.

1. Any collaborative or disruptive behavior detected during the examination is cause for immediate action (e.g., disqualification) by the proctors. 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 with this policy WILL result in disqualification of your exam**. If you have a device in your possession, you must power off and hand over to the proctor. It is your responsibility to collect your phone at the end of the exam.

2. Removal of any unsealed test materials from the exam site by examinees or proctors is strictly prohibited. The security seals located on your exam booklet must be broken by you, and you are required to seal your examination with the seals provided when you have completed your examination. Any attempt to remove exam materials, or failure to seal your examination, will not only disqualify the examinee for certification and result in automatic failure of this examination, but could expose the examinee to additional sanctions under the AAPC Code of Ethics, which could include permanent revocation of membership and any credentials held.

3. Proctors may not clarify test questions during the exam. It is a violation of the AAPC Code of Ethics for an examinee to seek assistance during an examination. It is additionally a violation of the AAPC Code of Ethics for a Proctor to offer such assistance or to view the contents of the examination question book. Due to exam confidentiality and to uphold the integrity of the exam and its accompanying credentials, AAPC will not be responding to questions about any material in the exam.

4. Please note the label affixed to the outside of your packet. This label must be placed on the back of your exam booklet after you remove the shrink wrap. You may now remove the shrink wrap and affix the label to the back of your booklet. Set aside the gold seals and verify you have the correct type of examination booklet for the exam you are taking. Then set the examination booklet aside with the gold seals (do not break the silver seals on your exam booklet yet).

5. Using a #2 pencil, please take the time now to fill out sections A and B of the Examination Answer Grid.

6. Please complete Section B refer to the back of the exam booklet for the exam type, version, and exam number. For assistance with your Member ID number, refer to the white label, which was adhered to your exam packet. **Please make sure that all information is filled in correctly, and bubbled in correctly, or your exam may not be processed accurately.**

7. Now complete Sections C and D. For Section C, your 1st proctor's name is: **[state your name]**. Your 2nd proctor's name is **[state 2nd proctor name]**. The exam index number is **[state exam index #]** and can be located on your white label.

8. Writing and highlighting in the exam booklet is allowed, as the booklet will be sealed when you have completed the exam. To have your answers graded, please mark all answers on the Examination Answer Grid. **If you leave the Examination Answer Grid blank, that will result in a score of zero and still counts as an exam attempt. Exam booklets are recycled once received at AAPC, so answers written in the exam booklets are useless.**

9. You will be given 5 hours and 40 minutes to complete the exam and will be notified when 30 minutes of test time is remaining. Upon completion of your exam, locate your gold seals and put them on the top, right side, and bottom of your exam booklet. **DO NOT seal your test grid in the booklet**. Fill out sections E and F on the answer grid and return your exam booklet, test grid (and E/M Audit Sheets, if applicable) to the exam proctors before exiting the room. If you finish your exam early, you may leave. When exiting the exam room, please be quiet and courteous of other test takers.

10. Results are generally posted Online or on the MYAAPC app within **7-10 business days (10-15 days for CIC.)** The minimum overall score to pass any exam is 70%. All posted exam scores are final. AAPC will not regrade exams. Please do not call AAPC or the proctors for your test results.

11. If you find the exam environment too distracting, you may elect to discontinue testing. It will then be YOUR responsibility to contact AAPC to address your concerns on the first business day after your exam date. AAPC will review your concerns, and if any portion of the exam has been completed when you discontinued testing, AAPC reserves the right to still grade the exam.

We are now ready to begin the examination. You may break the silver seals and open your test booklet. The current time is **[state the time.]** The exam will end at **[state the time.]**

Allowed Reference Material

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

Exam	Certification	Questions	Books*/References
Certified Professional Coder	CPC®	150	1, 2, 3
Certified Inpatient Coder	CIC™	60 multiple choice, 10 inpatient cases (fill in the blank)	2 and ICD-10-PCS
Certified Outpatient Coder	COC™	150	1, 2, 3
Certified Professional Biller	CPB™	200	1, 2, 3
Certified Professional Medical Auditor	CPMA®	150	1, 2, 3, 4, 5
Certified Professional Compliance Officer	CPCO™	150	*11
Certified Physician Practice Manager	CPPM®	200	No books are needed
Certified Risk Adjustment Coder	CRC™	150	2
Certified Documentation Expert Outpatient	CDEO®	150	1, 2, 3, 4, 5,10

Specialty Certification

Exam	Certification	Questions	Books*/References
Ambulatory Surgery Center	CASCC™	150	1, 2, 3, 10
Anesthesia/Pain Management	CANPC™	150	1, 2, 3, 4, 5, 6, 7, 10
Cardiology	CCC™	150	1, 2, 3, 4, 5, 8, 10
Cardiovascular/Thoracic	CCVTC™	150	1, 2, 3, 4, 5, 8, 10
Dermatology	CPCD™	150	1, 2, 3, 4, 5, 10
Emergency Department	CEDC™	150	1, 2, 3, 4, 5, 10
Evaluation and Management	CEMC™	150	1, 2, 3, 4, 5, 10
Family Practice	CFPC™	150	1, 2, 3, 4, 5, 10
Gastroenterology	CGIC™	150	1, 2, 3, 4, 5, 10
General Surgery	CGSC™	150	1, 2, 3, 4, 5, 10
Hematology/Oncology	CHONC™	150	1, 2, 3, 4, 5, 10
Obstetrics/Gynecology	COBGC™	150	1, 2, 3, 4, 5, 10
Orthopaedic Surgery	COSC™	150	1, 2, 3, 4, 5, 9, 10
Pediatric	CPEDC™	150	1, 2, 3, 4, 5, 10
Rheumatology	CRHC™	150	1, 2, 3, 4, 5, 10
Urology	CUC™	150	1, 2, 3, 4, 5, 10
Ophthalmology	COPC	150	1, 2, 3, 4, 5, 10
Interventional Radiology and Cardiovascular	CIRCC®	150	1,3,8

Instructor Certification
These exams are given two 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	No books are needed
CRC Instructor	Approved Instructor	50	2
CIC Instructor	Approved Instructor	50	2, ICD-10-PCS
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

Books*

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 are 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 your choice. This does allow Medical Dictionary.

11. OIG Supplemental Compliance Program Guidance for Hospitals.

   OIG Compliance Program for Individuals & Small Group Physician Practices.

   OIG Compliance Program Guidance for Third-Party Medical Billing Companies.

   Notes on printed sides of the OIG pages are allowed.