



AAPC Proctor Confirmation

By signing my name and checking each box listed below, I am acknowledging I have read and complied with all the proctor instructions, and AAPC guidelines were followed during the examination.

This document must be signed by both proctors.

Index # _____

Exam Date: _____

1st Proctor: _____

Date: _____

2nd Proctor: _____

Date: _____

Please make sure you have reviewed the [Frequently Asked Questions](#) page for possible answers to your questions.
In case of an emergency on Saturday, or after hours please contact Wendy Willes at 801-836-4813.

Pre-Exam Checklist:

To ensure you have the correct number of exams and all the material necessary to administer the exam properly, please review the list of expected examinees and match each exam packet with its respective examinee. If there are any discrepancies, please contact AAPC for instructions. **Please do not allow anyone to take the exam without AAPC's prior approval.**

- Instructions for AAPC exam proctors were personally read one week prior to day of the exam.
- The first proctor should verify that the website has the correct book check time, address (including specific driving directions), and any other additional helpful information at least one week before the exam date.

Day of Exam Checklist:

- The Proctor-to-Examinee instructions were read aloud to the examinees after their Photo IDs were checked, book checks conducted, and exam packets distributed.
- Examinees were reminded no electronic devices (cell phones, smart phones, smart watches, Fitbits, tablets, etc.) were allowed in the examination room. If they brought an electronic device, they were asked to take it to their car. If they did not have a vehicle, they were asked to power off the device and place it on the desk in front of the proctors for the entire exam. Manual calculators are allowed.
- For proctors, all cell phones and computers/devices were powered off or put on silent (without vibration) mode.**
- Each examinee was told the specific exam start time and notified when 30 minutes of test time remained.
- Each examinee wrote their own exam end time and signed their own name on the examination time sheet. If this is missed, please make a note below. There was no talking between proctors or examinees during the examination.
- Except for restroom breaks, both proctors remained with the examinees during the entire examination.

Post Exam Checklist:

- All exam booklets were sealed by examinee, collected, and counted.
- Each step of the Exam Return Instructions was read and followed.
- The exam package will be **dropped off** at a FedEx shipping center within one business day of the exam held.

If you held an ADA accommodation for this exam, do you have any comments or suggestions for this process?

Please list any comments or suggestions regarding the AAPC exam process:

Instructions for AAPC Exam Proctors

Please read the following instructions (1-11) carefully and familiarize yourself with them at least one week prior to the exam date. Failure to follow all instructions could result in the disqualification of an examination and/or decertification of the involved proctors.

1. Keep the member ID numbers confidential. The ID numbers must not be copied or used for purposes other than this examination.
2. All exams administered by AAPC have an exam length of **4 hours**. This is a timed test; remember to notify the examinees when they have 30 minutes of test time remaining. If you are proctoring an instructor examination, they only receive 2 hours. Please verify your time calculation is correct. The only exception would be an ADA approved accommodation.
3. **Breaks are allowed as needed during the exam; however, the exam clock will not stop when an examinee elects to take a break.** With larger groups please use your best judgment in allowing more than 1 person for the break.
4. Each examination package includes additional CPC exams to be used **ONLY at the discretion of the AAPC National Office**. These exams should never be opened or used without prior approval. The only exception permitted is using a grid or sticker from the packet.
5. You must explain how to mark the exam grid accurately. The example grid included in this packet may be used to explain the correct method for filling out the examination grid. Failure to correctly mark the grids may negatively impact the examinees' scores. **If the answers are not recorded on the grid, the examinee will receive a 0% score.**
6. Review the "Allowed Reference" page in this packet. Tabs can be inserted, taped, pasted, glued, or stapled in the code books if the obvious intent is to earmark a page with words or numbers and not add supplemental information. No other material of any kind is allowed. Handwritten notes in coding books (as those commonly seen for daily coding activities at work) are permitted. Code books will not be disqualified due to writing of this nature contained therein. All resources listed on the back of the AAPC Examination Instructions may be used. A Medical Dictionary may be used only for Specialty credentials. **Manual calculators are the only devices permitted for any exam.**
7. If you are assisting an examinee with an ADA accommodation, please review the ADA form included in your exam package. If you have any questions, please email ADA@aapc.com.
8. Providing a comfortable exam environment is essential. Please follow the examination guidelines listed below:
 - If you decide to use a personal computer as a proctor, ensure the sound is turned off. The examinees will protest.
 - Do not allow late entrance into the exam. This is distracting to the examinees. **Doors are to be closed after book check.**
 - Ensure there are not any electronic devices brought into the examination room (cell phones, smart phones/watches, tablets, Fitbit etc.) if there is one inadvertently brought into the exam, please have them powered off and left with you for the duration of the exam. **Failure to comply with this policy will result in the disqualification of an examinee's results.** Proctors may have their phones out; however, they must be on silent (without vibration) mode. **NO EXCEPTIONS!**
 - Advise all examinees to be respectful of each other during the exam (making as little noise as possible when opening snacks or drinks and when exiting/entering the room for a break). This rule applies to proctors as well, no whispering between proctors.
 - If a test taker is distracted at any time during the exam, they may elect to not continue with the exam. It is the examinees' responsibility to contact AAPC to reschedule. If any portion of the examination has been completed at the time it was stopped, the examinee must contact AAPC the next business day to request a review. Any concerns regarding the exam environment must be addressed with AAPC prior to exam results being released. Once AAPC has reviewed the reason the exam was not completed, AAPC may or may not choose to grade the exam.
 - Ensure the examination time sheet is signed by each examinee at the end of the exam when the exam book is collected. If one or two were missed, please make a note in the comment section of the AAPC proctor confirmation document – **o need to call.**

9. The attached Proctor-to-Examinee instructions are required to be read aloud on the day of the exam to the examinees (after the book check has been held and prior to the beginning of the examination). Remember exam start time begins after the instructions are read.
10. Removal of any test material from the exam site is strictly prohibited. Any attempt to remove exam materials will disqualify the examinee for certification and result in automatic failure of the examination. If the proctor removes exam material from the exam, their certification(s) will be revoked.

Thank you for supporting AAPC and our programs by serving as a proctor. As a proctor, you are responsible for providing the best possible exam environment and ensuring the integrity of each exam administered. Strict adherence to the following examination guidelines and attached Proctor-to-Examinee Instructions is critical to accomplishing these goals.

Important Instructions How to fill out Examination time sheet

1. As you pass out an examination packet to each examinee, mark that individual as **Present** in the first column next to their name. Those who have not attended mark, as **Absent**.
2. Fill in the start time for each examinee present.
3. Indicate how many **Used** exam packets you assigned out and how many **Unused** you have left.
4. As the examinees complete their exams, make sure they fill in the exam **End** time and sign their names on the examination time sheet. **If one or two miss this, please make a note on the AAPC Proctor Confirmation Sheet. No need to call.**
5. Mark the Grid and Book columns on the examination time sheet as examinees return these items to you.
6. After the examination has been completed, **ALL** grids and exam booklets should be accounted for. Please count how many Used Grids and Used Books were returned and mark on the sheet how many were collected.
7. Please return all exams that were sent to you, including no show and extra exams sent.

11. If you have any questions or concerns with the above information, or if an examinee has a question and you are unsure of the answer, or an unexpected situation occurs during the exam, please call the **AAPC National Office** at (800) 626-2633 (weekdays). If you are proctoring on an afternoon, Saturday, or Sunday, please call **Wendy Willes** at (801) 836- 4813. **Please do not give this number to the examinees. Direct them to call AAPC during office hours.** Before calling, please make sure you have reviewed the Frequently Asked Questions document for possible answers to your questions.



Section A

First Name:											
Last Name:											
Address:											
City:						State:			Zip:		
Phone Number:											

Section B

Section C

1st Proctor's Name:	2nd Proctor's Name:	
[Redacted]	[Redacted]	
Test City:	Test Date:	Index Number:
[Redacted]	[Redacted] [Redacted]	[Redacted]

Section D (to be completed *prior to testing*)

1. I have completed the following education:

 - Distance Learning/AAPC online course
 - AAPC classroom course/training
 - AAPC Study Guide
 - AAPC online practice exams
 - Exam Review Class/Workshop
 - Community College _____
 - Tech/Trade School _____
 - Other _____

2. I have the following years experience for the credential for which I am sitting:

 - 0-1
 - 2-5 years
 - 6-9 years
 - 10+ years

3. Other courses completed:

 - Anatomy
 - Terminology

Section E (to be completed after testing)

Yes **No**

- 1. I signed in, my photo ID and books were checked.
- 2. I was allowed all required manuals for use during examination as stated on confirmation.
- 3. The Proctor-to-Examinee instructions were read aloud.
- 4. The exam atmosphere was conducive to a satisfying examination experience.
- 5. My test booklet was appropriately sealed with the silver seals before the examination began.
- 6. Except for restroom breaks, both proctors remained with the examinees during the entire examination.
- 7. I was given the appropriate amount of time to complete the examination.

Comments:

Section F

At the end of the testing period, I certify that I will seal my test booklet with gold seals. Further, I will not remove any parts of this test, nor any materials included within the test packet, from the testing site.

(Signature)

Frequently Asked Questions

Q. Can I use the printed versions of the official ICD-10-CM guidelines?

A. Yes, the examinees may print out and bring in the Official ICD-10-CM Coding 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 printout.

Q. What year coding books should the examinee be using?

A. Each code set is updated annually; it is essential that examinees use the current calendar year's coding manuals when taking the exam. However, if examinees choose to use previous year's coding books, they should not be disqualified from the exam. If an examinee chooses to use previous **and/or** current year books, they should not be disqualified. However, this is a timed exam, and they will be at a disadvantage using both sets.

Q. Where do I find the Exam Index number or Member ID number?

A. The Exam Index number is located on the Exam Sign-in Sheet. Also, both the Exam Index number and the Member ID numbers are on the white label located on the outside of each examinee's exam booklet.

Q. What if an examinee seals their grid in their exam booklet?

A. Place the exam booklet with the grid enclosed in the envelope provided for Grids Only. Please make a note in the Comment section of your AAPC Proctor Confirmation sheet. **No need to call.**

Q. What if an examinee forgets to sign the exam grid or the Examination Sign-in Sheet?

A. Please make a note in the Comments section of your AAPC Proctor Confirmation sheet. You do not need to have the examinee come back; AAPC National Office will resolve the issue. **No need to call.**

Q. What should I do if I did not get a FedEx return shipping label?

A. Please call AAPC at 800-626-2633 or email proctors@aapc.com on the next business day. We will be able to email a return shipping label for you to use.

Q. What should I do if there are severe weather conditions?

A. The AAPC National Office strongly encourages, if possible, following through with holding the exam as scheduled. You would be surprised how many examinees will still show up. If the weather is an issue for your area, please contact AAPC's National Office as soon as possible.

Q. What if an examinee brings in a prohibited electronic device (cell phone, smart phone, tablet, etc.)?

A. Please ask the examinee to return the device to their car. If they do not have a car, have them power off the phone and place it at the proctors' table for the duration of the exam. If at any time during or at the completion of the exam, you see an examinee with an electronic device (cell phone, smart phone, tablet, etc.), this will disqualify their exam—ask them to turn in their exam booklet and exit the exam. Please make a note in the Comments section of the AAPC Proctor Confirmation.

Q. If I need to contact an examinee for some reason, where can I find their contact information?

A. The contact information for each examinee is included at the bottom of your shipping confirmation email sent two weeks before the exam date. It is located on the bottom of the email. If you do not receive this list, please email proctors@aapc.com.

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. If this label is missing or damaged, please write your name and membership ID number on the back of the exam booklet. 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, and bubbled in correctly, to ensure accurate grading.**
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 4 hours 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®	100	1, 2, 3
Certified Inpatient Coder	CIC™	40 multiple choices, 7 inpatient cases (fill in the blank)	2, 10
Certified Outpatient Coder	COCTM	100	1, 2, 3
Certified Professional Biller	CPBTM	135	1, 2, 3
Certified Professional Medical Auditor	CPMA®	100	1, 2, 3, 4
Certified Professional Compliance Officer	CPCOTM	100	11, 12
Certified Physician Practice Manager	CPPM®	135	12
Certified Risk Adjustment Coder	CRC™	100	2
Certified Documentation Expert Outpatient	CDEO®	100	1, 2, 3, 4, 12

Specialty Certification

Exam	Certification	Questions	Books*/References
Ambulatory Surgery Center	CASCC™	100	1, 2, 3, 9
Anesthesia/Pain Management	CANPC™	100	1, 2, 3, 4, 5, 6, 9
Cardiology	CCC™	100	1, 2, 3, 4, 7, 9
Cardiovascular/Thoracic	CCVTC™	100	1, 2, 3, 4, 7, 9
Dermatology	CPCD™	100	1, 2, 3, 4, 9
Emergency Department	CEDCTM	100	1, 2, 3, 4, 9
Evaluation and Management	CEMC™	100	1, 2, 3, 4, 9
Family Practice	CFPCTM	100	1, 2, 3, 4, 9
Gastroenterology	CGICTM	100	1, 2, 3, 4, 9
General Surgery	CGSCTM	100	1, 2, 3, 4, 9
Hematology/Oncology	CHONCTM	100	1, 2, 3, 4, 9
Obstetrics/Gynecology	COBGC™	100	1, 2, 3, 4, 9
Orthopaedic Surgery	COSCTM	100	1, 2, 3, 4, 8
Pediatric	CPEDCTM	100	1, 2, 3, 4, 9
Rheumatology	CRHCTM	100	1, 2, 3, 4, 9
Urology	CUCTM	100	1, 2, 3, 4, 9
Ophthalmology	COPC	100	1, 2, 3, 4, 9
Interventional Radiology and Cardiovascular	CIRCC®	100	1, 3, 7

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 are not permitted on the blank pages of the printout*)
3. Your choice of HCPCS Level II
 4. E/M Audit Worksheets of your choice
 5. ASA RVG™
 6. ASA CROSSWALK®
 7. Anatomical charts or pictures of the vascular tree (*These may have codes on them*)
 8. Both volumes of the Coding Companion
 9. One reference of choice (includes medical dictionary)
 10. Your choice of ICD-10-PCS
 11. 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
 12. AAPC Reference Guides

Instructor Certification

These exams are given two hours to complete.

Exam	Certification	Questions	Books*/References
CPC Instructor	CPC-I	50	1, 2, 3



Exam Return Instructions

Please carefully read and follow the Return Instructions listed below to ensure the security of the test grids inside the **return** exam envelope/box. You should use the prepaid FedEx return address label (which is included in your exam package) to send the exam package back to AAPC. If you did not receive a prepaid FedEx return address label, please email proctors@aapc.com. The exam package is **required** to be returned to the address listed below **within one business** day of the exam being held. Contact the AAPC National Office at (800) 626-2633 (weekdays) if you have any questions regarding the process of returning your exam package. If you are proctoring on a Saturday or Sunday and have questions at that time, please call Wendy Willes at (801) 836-4813. **Please do not give this number out to the examinees.**

AAPC Shipping Information

AAPC
2233 South Presidents Drive, Suite F Salt
Lake City, UT 84120

Exam Return Instructions:

- Step 1.** Place the answer grids and all other loose papers into the FedEx Small Pack envelope which has been provided and securely seal.
- Step 2.** Bundle the small pack envelope which contains the answer grids along with the exam booklets inside the return **FedEx Large Pack envelope or reuse the box the exams were sent in**. It is extremely important you put the envelope with the exam grids into the FedEx Large Pack envelope or box with the exam booklets when shipping items back. **DO NOT ship the envelope with exam grids separately**. They will get lost, and this will result in examinees retaking the exam.
- Step 3.** Apply the FedEx adhesive return label to the return envelope/box. Remove the old shipping label or apply the return label directly over the old label on the envelope/box. If for some reason you did not receive a return label, or the label was misplaced, please email proctors@aapc.com the next business day with your email address, and we will email another return label.
- Step 4.** Secure and seal the envelope/box.
- Step 5.** Return package to any FedEx Shipping Center. To find a FedEx drop-off location go to:
www.fedex.com/Dropoff or call 1-800-463-3339 (1-800-GoFedEx).

Please return package no later than Monday to AAPC

The quicker you ship the exams back to AAPC, the quicker the results are released to your examinees.