



Examinee Instructions

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Important Exam Notes

In-Person

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.

Live Remote Proctored (LRP)

SETUP

Make sure your external webcam is placed to show your face, hands, keyboard, area surrounding your keyboard (about 10 inches). You will be required to perform a 360 degree room and desk pan using your webcam.

DON'T FORGET

Your computer must be connected to a power source and you must be connected to reliable, high-speed internet.

REMEMBER YOUR VALID GOVERNMENT ISSUED ID

You are required to present a valid, government-issued photo ID (e.g., driver's license, passport, state-issued ID card) on exam day. Ensure that your first and last name on the photo ID EXACTLY match your first and last name as they appear on your exam confirmation. If you have more than one last name or a suffix listed on your government-issued photo ID, the same last names must be reflected on the confirmation notice. If your name is incorrect, please contact AAPC at 800-626-2633.

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.

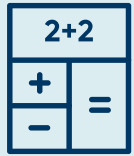
References Not Allowed

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

Live Remote Proctored Prohibited Items

1. External monitor
2. Pets or additional people in the room
3. Electronic devices (including your phone and a calculator)
4. Headphones

In-Person Exam 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, 13

* 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. ASA 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

In-Person Exam 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

* 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. ASA 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

Electronic Exam Allowed Materials PAGE 1 OF 2

Books/References for Live Remote Proctoring (LRP)



ID

A government Issued ID is required for an exam.



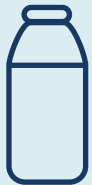
External Webcam

You must position the webcam so that the proctor will be able to see your face, hands, keyboard, and the area surrounding your keyboard (about 10 inches).



Laptop OR Desktop Computer

Your computer must pass the minimum system requirements for the online CPC exam. You can test your computer in a few seconds any time prior to the exam.



Drink on Desk

Drinks are allowed on all exams.

Core Certification

Exam	Certification	Questions	Books*/References
Certified Professional Coder	CPC®	100	1, 2, 4
Certified Inpatient Coder	CIC™	40 multiple choice, 7 inpatient cases (fill in the blank)	2, 3
Certified Outpatient Coder	COCTM	100	1, 2, 4
Certified Professional Biller	CPBTM	135	1, 2, 4
Certified Professional Medical Auditor	CPMA®	100	1, 2, 4
Certified Professional Compliance Officer	CPCO™	100	5
Certified Physician Practice Manager	CPPM®	135	5
Certified Risk Adjustment Coder	CRC™	100	2
Certified Documentation Expert Outpatient	CDEO®	100	1, 2, 4, 6

* Books/References

1. CPT® (AMA Professional edition ONLY). No other publisher is allowed
2. Your choice of ICD-10-CM
3. Your choice of ICD-10-PCS
4. Your choice of HCPCS Level II
5. AAPC Reference Guides
6. One Reference of choice (includes medical dictionary)
7. Both volumes of the Coding Companion
8. ASA CROSSWALK®
9. Anatomical charts or pictures of the vascular tree. *These may have codes on them.*
10. ASA RVG™

BOOKS/REFERENCES ALLOWED FOR THE ELECTRONIC EXAMS MAY DIFFER SLIGHTLY FROM IN-PERSON EXAMS BECAUSE SOME REFERENCES ARE BUILT INTO THE TEST. YOU WILL HAVE ACCESS TO THE SAME INFORMATION REGARDLESS OF TEST ADMINISTRATION METHOD.

Electronic Exam Allowed Materials PAGE 2 OF 2

Specialty Certification

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

Instructor Certification

2 hours to complete

Exam	Certification	Questions	Books*/References
CPC Instructor	CPC-I	50	1, 2, 4
CPB Instructor	CPB-I	70	1, 2, 4
CPPM Instructor	CPPM-I	70	5
CRC Instructor	CRC-I	50	2
CIC Instructor	CIC-I	50	2, 3
COC Instructor	COC-I	50	1, 2, 4
CPMA Instructor	CPMA-I	50	1, 2, 4
CDEO Instructor	CDEO-I	50	1, 2, 4, 5

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3. Your choice of ICD-10-PCS
4. Your choice of HCPCS Level II
5. AAPC Reference Guides
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