



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.

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 remove it immediately from the examination room.
2. Examination content is confidential, therefore, copying questions and /or discussing the questions with others during or following the examination WILL DISQUALIFY YOU FROM CERTIFICATION. In addition, it is a violation of the AAPC Code of Ethics to copy examination questions by any means, to discuss examination questions either during or following the examination, or to have exam materials in your possession other than as permitted during the examination. A violation of the AAPC Code of Ethics could result in permanent loss of your membership and credentials.
3. 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.
4. 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.
5. If at any time you feel the exam environment is distracting, you may elect to not continue with the exam. It is your responsibility to contact AAPC to reschedule. If any portion of the examination has been completed at the time you stop the test, you must contact AAPC for 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 you decided not to continue with your examination, AAPC may or may not choose to grade the exam.
6. Please remove shrink wrap from your exam packet keeping the white label and placing it on the back of your exam booklet. Set aside the gold seals, and verify you have the correct type of examination booklet for the exam you are taking and then set the examination booklet aside with the gold seals (do not break the silver seals on your exam booklet yet).
7. Using a #2 pencil, please take the time now to fill out sections A and B of the Examination Answer Grid.
8. For Section B, please 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 as well as bubbled in correctly or your exam may not be processed accurately.
9. 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. A zero score will be received if the Examination Answer Grid is left blank and will be counted as an attempt (exam booklets are recycled once received at AAPC).
10. You will only 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. Please do not continue filling in the sections E and F is time has been called. Please alert the proctor when returning exam booklet for assistance. If you finish your exam early, you may leave. When exiting the exam room, please be quiet and courteous of other test takers.
11. Please do not call AAPC or the proctors for your test results. Exam results are prohibited from being released over the telephone. Please allow 7-10 for business days for results to be released online. For CIC results please allow 10-15 days.

We are now ready to begin the examination, you make 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

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 as well as ICD-10-PCS
Certified Outpatient Coder	COC™	150	1, 2, 3
Certified Professional Coder-Payer	CPC-P®	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	Any references are allowed, except Study Guides and any published references by HCCA
Certified Physician Practice Manager	CPPM®	200	Manual calculator (no smart phones), no books
Certified Professional Coder-Instructor	CPC-I®	50	1, 2, 3
Certified Risk Adjustment Coder	CRC™	150	2

Specialty Certification

Exam	Certification	Questions	Books*/References	Books *
Ambulatory Surgery Center	CASCC™	150	1, 2, 3, 10	<ol style="list-style-type: none"> CPT® (AMA Standard or Professional edition ONLY). No other publisher is allowed Your choice of ICD-10-CM Your choice of HCPCS Level II The CMS 1995 and 1997 Evaluation and Management (E/M) Documentation Guidelines E/M Audit Worksheets of your choice ASA RVG CPT® crosswalk Anatomical charts or pictures of the vascular tree Both volumes of the Coding Companion One reference of your choice. This does allow Medical Dictionary.
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	
Chiropractic	CCPC™	150	1, 2, 3, 4, 5, 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	
Internal Medicine	CIMC™	150	1, 2, 3, 4, 5, 10	
Interventional Radiology and Cardiovascular	CIRCC®	150	1, 3, anatomical charts to assist in catheter selection, 10	
Obstetrics/Gynecology	COBGC™	150	1, 2, 3, 4, 5, 10	
Orthopaedic Surgery	COSC™	150	1, 2, 3, 4, 5, 9, 10	
Otolaryngology	CENTC™	150	1, 2, 3, 4, 5, 10	
Pediatric	CPEDC™	150	1, 2, 3, 4, 5, 10	
Plastic and Reconstructive Surgery	CPRC™	150	1, 2, 3, 4, 5, 10	
Rheumatology	CRHC™	150	1, 2, 3, 4, 5, 10	
Surgical Foot and Ankle	CSFAC™	150	1, 2, 3, 4, 5, 10	
Urology	CUC™	150	1, 2, 3, 4, 5, 10	