

# **AAPC Examination Information**

# **How to Apply**

1. Register on line at:

http://www.aapc.com/certification/locate-examination.aspx

- · Select the state in which you would like to take your exam
- · Click search
- · Choose a date/location you like
- · Click details and begin registering
- · Once you have completed this process you are registered (you do not need to submit paper application as well) and will receive a confirmation via email within 24 hrs
- 2. If submitting application by mail, fax or scanned email the following documents must be completed and received at the AAPC office at least four weeks prior to the examination date:
  - · Membership and Examination Payment
  - · Examination Application
  - · Examination Agreement

### Confirmation

Upon approval of the application a confirmation notice will be made available on line to the examinee at <a href="www.aapc.com">www.aapc.com</a> in the secure AAPC Membership Account. Once signed in it can be found under "Scheduled Events". If a confirmation does not show you may not be registered for the examination and can call 800-626-2633 for details. You will also receive a confirmation via email within 24 business hours of being approved for the examination.

## What to Bring

- Picture identification
- Several #2 pencils
- CPT manual (AMA Standard or Professional version only)
- ICD-9-CM (Expert addition and any publisher allowed)
- HCPCS Level II manual (Expert addition and any publisher allowed)

#### **Administration of Examinations**

The certification examinations are administered through the AAPC's local chapters and Professional Medical Coding Curriculum (PMCC) sites. These examinations are proctored by AAPC's approved local chapter officers and/or PMCC instructors.

- Core credential examinations are 5hrs and 40 min 150 questions proctored open book
- Specialty credential examinations are 5 hrs and 40 min 150 questions proctored open book
- Instructor credential examinations are 2 hrs 75 questions

Note: Exams are updated annually (on January 1st) and reflect current year codes.

### **Approved Manuals for Use During Examination**

Review approved manuals on line at:

http://www.aapc.com/certification/examinations.aspx

- CPT® Books (AMA Standard or Professional versions only) no other publisher is allowed
- <u>ICD-9-CM</u> (Expert addition and any publisher allowed)
- HCPCS (Expert addition and any publisher allowed)
- For specialty credential examinations you may have one additional printed reference book of your choice.
- For the CIRCC® examinations you may use anatomical charts to assist in catheter selection (labeled with w/catheter selectivity.)

In addition, any officially published errata update sheets for these manuals may be used. No other manuals are allowed. Examinees may use current calendar year and/or previous year code books. However, it is strongly suggested only current manuals be used. Questions on the <u>CPC®</u>, <u>CPC-H®</u> or CPC-P® tests do not require the use of any other outside material. Individuals with a solid understanding of coding fundamentals, anatomy, and terminology should be able to answer each examination question through application of the <u>CPT®</u>, <u>ICD-9-CM</u>, or <u>HCPCS</u> manuals, or through careful reasoning.

# **Non-approved Manuals for Use During Examination**

Due to the advantages of additional information and/or ease of use, the following books **cannot** be used during the exam:

- Unicore's ICD-9-CM Easy Coder
- PMIC's CPT® Coder's Choice

#### No Show/Late Cancellations

All examinations canceled by the examinee less than 14 days prior to the examination date will be charged a \$25.00 cancellation fee. Any examinee who has scheduled an examination but does not show up or cancel will be charged a \$50.00 no show fee. Examinees will not be able to schedule for another examination until the fee is paid in full.

# CPC, CPC-H, or CPC-P Apprentice

Those examinees who are successful in passing the certification examination but have not yet met the required coding work experience, will be awarded the initial designation CPC Apprentice, CPC-H Apprentice or CPC-P Apprentice.

# Requirements for removal of Apprentice designation

Two letters of recommendation verifying 2 years of on the job experience (Xternships accepted) using the CPT®, ICD-9-CM, or HCPCS code sets. One letter must be on letterhead from your employer. Both letters are required to be signed and will need to outline your coding experience and amount of time in that capacity.

#### OR

Submit proof showing **completion** of at least 80 hours of coding education AND one letter, on letterhead, signed from your employer verifying one year of on-the-job experience (Xternships accepted) using the CPT, ICD-9-CM, or HCPCS Level II code sets. Send proof of education in the form of a letter from an instructor on school letterhead stating the 80 hour course has been completed, a certificate/diploma stating at least 80 contact hours, or a school transcript.

#### **Exam Results**

All exams are reported with exact scores. Exams are graded overall and a passing grade is 70% or higher. Results are normally released within 7 to 10 business days. All exams are graded equally and to ensure fairness the AAPC will not be hand grading examinations.