The Academy's Directives for Examination Guidelines

Members of the American Academy of Professional Coders (the "Academy") are subject to specified Directives for Examination Guidelines, which are designed to maintain and promote the highest standard of professional conduct in the utilization of Medicare and other third-party reimbursement programs. All Academy members are expected to comply with the Directives for Examination Guidelines as a condition of maintaining membership with the Academy.

The Academy's Directives for Examination Guidelines

Members shall uphold the highest standard of personal and professional conduct. Members shall respect the rights of patients, clients, employers, and other colleagues.

Members shall use legal and ethical means in all professional dealings. Members shall refile to comply with applicable laws, codes, and policies. Members shall not be compensated for services.

Members shall report the laws and regulations of the land and uphold the mission statement of the Academy.

Failure to adhere to these standards may result in the loss of credentials and membership with the American Academy of Professional Coders.

General Examination Information

The American Academy of Professional Coders (the "Academy") offers three certification examinations: the CPC, CPC-H, and CPC-P. The Academy may offer these examinations at any time and as frequently as necessary to maintain its certification standards. The Academy may discontinue the offering of any examination at any time and for any reason. The Academy will provide written notice of any such discontinuance in a timely manner.

Details on how to register and pay for the CPC, CPC-H, or CPC-P examinations; to register online, call the Academy, or mail in the registration forms; the fees for the examinations; the dates of the examinations; and other information are available on the Academy's website and in the Examination Application and Order Form.

Fees for Membership and Examination

The American Academy of Professional Coders (the "Academy") offers three certification examinations: the CPC, CPC-H, and CPC-P. The Academy may offer these examinations at any time and as frequently as necessary to maintain its certification standards. The Academy may discontinue the offering of any examination at any time and for any reason. The Academy will provide written notice of any such discontinuance in a timely manner.

Members shall pursue excellence through continued education in all areas applicable to their profession.

Members shall maintain and enhance their professional conduct and shall be dedicated to public service.

Members shall not exploit professional relationships with patients, employees, clients, or other colleagues.

Examination Format:

The CPC examination is designed to evaluate a physician coder's knowledge of:

• ICD-9-CM Coding Concepts • UB-92 Claim Forms

The CPC-H examination is designed to evaluate a hospital coder's knowledge of:

• ICD-9-CM Coding Concepts • UB-92 Claim Forms • ICD-9-CM Coding Concepts • Medicare Guidelines

The CPC-P examination is designed to evaluate a payer coder's knowledge of:

• ICD-9-CM Coding Concepts • Payment Systems

for services to be rendered, a separate and distinct fee shall be obtained in addition to the fee for subsequent services. The Academy may offer these examinations at any time and as frequently as necessary to maintain its certification standards.

CPC, CPC-H, or CPC-P examination $285*

CPT** (10)

HCPCS (5)

Anatomy (20)

Medical Terminology (10)

ICD-9-CM Coding Concepts (20)

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6. Achieve a passing score in each section of the examination. If a pass is not obtained, the examinee must retake the examination which will result in automatic failure of the examination.

b. Renewing members must be current at the time results are sent.

ii. The second letter must be from a supervisor typed on company letterhead, and must outline coding work experience. The letter must include date(s) of employment, number of months experience, and capacity.

3. Approval for examination. In order for the application to be processed and approved, the following requirements must be met:

   a. The application is complete.
   b. All required documents are received and approved by the Academy.
   c. The application and all required documents are mailed together (no faxing) six weeks prior to the examination date. Any application faxed or emailed will not be processed. If unsuccessful on reexamination a new application must be submitted.

   Applying for the CPC® or CPC-H® Apprentice designation:

   a. The certification requirements must be met.

   b. The second letter from the former supervisor additional employee or mentor.

   c. Any office use only.

   d. The second letter must be from a supervisor typed on company letterhead, and must outline coding work experience (job description, role and time in that capacity).

   e. Adjoining a second letter in support of a candidate.

6. Examination Day:

   a. The second letter must be from a supervisor typed on company letterhead, and must outline coding work experience (job description, role and time in that capacity).

   b. Adjoining a second letter in support of a candidate.

   c. A successful candidate for certification must pass each section of the examination. Each section of the examination must be taken in a single session. If a candidate is successful in one section and unsuccessful in another, the candidate must retake the entire examination, as no partial credit is given for the unsuccessful section.

   d. Examination fees:

      i. The second letter must be from a supervisor typed on company letterhead, and must outline coding work experience (job description, role and time in that capacity).

   e. Adjoining a second letter in support of a candidate.

6. Examination Day:

   a. The second letter must be from a supervisor typed on company letterhead, and must outline coding work experience (job description, role and time in that capacity).

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   c. A successful candidate for certification must pass each section of the examination. Each section of the examination must be taken in a single session. If a candidate is successful in one section and unsuccessful in another, the candidate must retake the entire examination, as no partial credit is given for the unsuccessful section.

   d. Examination fees:

      i. The second letter must be from a supervisor typed on company letterhead, and must outline coding work experience (job description, role and time in that capacity).

   e. Adjoining a second letter in support of a candidate.
6. Achieve a passing score in each section of the examination. If a pass is not achieved, then the examinee may retake the examination. Two retakes are allowed, after which the examinee will be disqualified.

4. Have at least two years coding work experience. Coding work experience must outline hospital coding experience. If the examinee is a new graduate or intern, the third letter must be from a supervisor in a hospital.

Certification Requirements

Applicant Requirements

Applicant must be a registered coder or licensed medical coder. The second letter must be from another supervisor, additional to the supervisor writing the first letter. The second letter must be from a supervisor typed on company letterhead, and must outline coding work experience including the specific job description using code books and amount of time in instruction and dates attended.

Appraoch

Upon completion of the examination, the examinee must submit to the Academy a letter from his/her supervisor, not to exceed two weeks before the examination date. The letter must explain whether the examinee has met the appropriate accommodations. If the examinee has not met the appropriate accommodations, he/she must receive confirmation from the Academy.

What to Bring:

- Identification
- Exam admission ticket

When to Arrive:

Examinees are encouraged to arrive at the examination site at least 30 minutes prior to its starting time.

What to Wear:

- No ties
- Light weight
- No jeans

Apprentice Application:

If you do not receive a confirmation, you are not registered for the examination. The Academy will reissue your examination registration information. If you believe you have met the requirements for certification but have not met the requirements for the Apprentice level, you may submit the Apprentice application and fee will be required.

Disqualification:

Examinations will be disqualified if all paperwork/payment is not received at the Academy six weeks before the examination date. Any application faxed, emailed, or mailed separately will not be processed. If unsuccessful on reexamination a new Apprentice application and fee will be required.

Apprentice Certification:

The newly certified coder’s name, city, and state will be mailed to the Academy; the examinee’s signature below verifies that the examinee understands and will comply with the Apprentice Program’s rules and requirements. The Academy encourages all newly certified coders to update their information in the Academy’s Listing Book on the website as specified in the Apprentice Program. The newly certified coder’s name, city, and state will be mailed to the Academy; the examinee’s signature below verifies that the examinee understands and will comply with the Apprentice Program’s rules and requirements. The Academy encourages all newly certified coders to update their information in the Academy’s Listing Book on the website as specified in the Apprentice Program.

Note: Any and all documentations relating to the Academy’s examinations must be acquired by the examinee and are the sole property of the Academy and all information contained therein is protected by copyright laws. Any reproduction of any kind, including photocopying, taping, without expressed written permission from the publisher, is prohibited, thus, in order for an individual to maintain CPC, CPC-A, CPC-H, CPC-P Apprentice is required to submit the annual CEUs for each certification at the rate of one CEU per month. If the proctors determine my books contain inappropriate material, I understand that I may be denied use of my manual. If the proctors determine my books contain inappropriate material, I understand that I may be denied use of my manual.

11. I understand that my examination results may be held if I have not met the required criteria set forth by the Academy.

10. I understand that results will be mailed within four to six weeks in advance. Any requirements faxed, emailed, or mailed separately will not be processed.

9. The Academy is not responsible for lost examinations. I understand that the proctors are responsible for mailing examination results to the examinee. If the examinee does not have an email address, his/her signature below verifies that the examinee understands and will comply with the Apprentice Program’s rules and requirements. The Academy encourages all newly certified coders to update their information in the Academy’s Listing Book on the website as specified in the Apprentice Program.

8. I agree to respect the authority of the proctors and that I will follow all instructions.

7. The Academy is not responsible for lost examinations. In order to be qualified to write or retake any examination; all requirements must be submitted to the Academy. The examinee’s signature below verifies that the examinee understands and will comply with the Apprentice Program’s rules and requirements. The Academy encourages all newly certified coders to update their information in the Academy’s Listing Book on the website as specified in the Apprentice Program.

6. Achieve a passing score in each section of the examination. If a pass is not achieved, then the examinee may retake the examination. Two retakes are allowed, after which the examinee will be disqualified.

5. Upon approval of application, I will be emailed a confirmation number. In the event of a non-response, I understand that I may be denied access to the examination.

4. If unsuccessful on reexamination a new Apprentice application and fee will be required.

3. I understand that I must be a current member of the Academy.

2. I understand that if my application packet is incomplete it will not be processed.

1. I understand that required documentation is not complete.

Date

_________________________
For office use only

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The Academy's Directives for Examination Guidelines

No materials other than the designated examination materials and a psychic calculator or similar device may be used to take any Academy exam. Internal Academy materials, such as the CPT, HCPCS, and ICD-9-CM manuals, are not used during the CPC-P examination. The Academy recommends that only current manuals be used during the CPC-H examination.

Members shall respect the laws and regulations of those who engage in fraudulent, deceptive, or illegal acts. Members shall strive to maintain and enhance the highest standard of professional conduct, and to provide the highest standard of professional services.

The CPC-H examination is designed to evaluate a professional coder's knowledge of:

- Medical Terminology
- CPT Coding Concepts
- ICD-9-CM Coding Concepts
- HCPCS Coding Concepts
- Anatomic & Pathologic Terminology
- E/M Coding Concepts

The CPC-P examination is designed to evaluate a payer or non-provider professional coder's knowledge of:

- Medical Terminology
- CPT Coding Concepts
- ICD-9-CM Coding Concepts
- HCPCS Coding Concepts
- Anatomic & Pathologic Terminology
- E/M Coding Concepts

Members shall strive to maintain and enhance the highest standard of professional conduct, and to provide the highest standard of professional services.

The CPC examination is designed to evaluate a professional coder's knowledge of:

- Medical Terminology
- CPT Coding Concepts
- ICD-9-CM Coding Concepts
- HCPCS Coding Concepts
- Anatomic & Pathologic Terminology
- E/M Coding Concepts

The Academy’s Office of Compliance (AOOC) is responsible for establishing, maintaining, and enforcing the Academy’s CPT, HCPCS, and ICD-9-CM manuals in their original forms may be used for the CPC, CPC-H, and CPC-P examinations. No copies will be permitted. However, any officially published errata update sheets for these manuals, such as ICD-9-CM or HCPCS manuals, are permitted. The Academy recommends that only current manuals be used during the CPC-H examination.

Members shall not use legal or ethical means in all professional dealings, and shall refrain from overt behavior that may give a false impression of the character of those who engage in fraudulent, deceptive, or illegal acts. Members shall respect the rights of patients, clients, employers, and all other colleagues.

Members shall use only legal and ethical means in all professional dealings, and shall refrain from overt behavior that may give a false impression of the character of those who engage in fraudulent, deceptive, or illegal acts. Members shall respect the rights of patients, clients, employers, and all other colleagues.

Members shall report any acts or regulations of the board and uphold the mission statement of the Academy.

Failure to abide by these standards may result in the loss of credentials and membership with the American Academy of Professional Coders.
5. Submit two letters of recommendation that verify coding work experience.

4. Have at least two years coding work experience. Coding work experience can be obtained by completing the Academy's Independent Study Program (ISP) or by providing evidence confirming that the individual is a CPC, CPC-H, or CPC-P Apprentice. The Academy will provide fair and reasonable accommodation to applicants who have less than one year of coding work experience or are currently enrolled in a coding education program. (See Certification Requirements #4 and #5.)

3. I understand that my examination payment will be processed in accordance with the examination fee schedule provided in the Examination Application and Order Form and will be refunded if the Academy does not receive the signed Examination Agreement, payment for examination, Application Approval and Order Form, the examinee must check the appropriate box confirming the receipt of the information.

2. I understand that if my application packet is incomplete it will not be processed and I will not be registered for an examination.

1. I understand that any outstanding balances on file at the Academy will be processed in the order they are received.

Application Approval:

• Two letters of recommendation (see Certification Requirements).

• ICD-9-CM Vols. 1 & 2 for CPC, and CPC-H Vols. 1 through 3 for CPC-P Apprentice.

During the Examination:

• Only the CPT 2015 and ICD-10 Procedure phonebook and code books for the examination may be used.

• Two weeks before the examination, an examination permit will be mailed to the examinee at the address listed on the examination application as long as it is a US address and the examinee has not exceeded the fee.

• Upon receipt of examination confirmation, the examinee must contact the proctor regarding time and location of the examination.

Certification Exams:

• Certification exams are administered through the Academy's approved testing centers on an annual basis along with maintaining a current membership.

• Examination results are mailed to the examinee within six weeks prior to the examination date. If you have any questions or concerns regarding this information, please contact the Examination Administration Department at (800) 426-2013.

• Examinees lacking two years of coding work experience or are less than one year from completion of the examination, the certificand CPC, CPC-H, or CPC-P Apprentice must submit the annual CEUs required coding work experience, will be awarded the initial designation after six weeks prior to the examination. Breaks are allowed and time used for breaks is not deducted from the examination.

• If you do not receive a confirmation, you are not registered for an examination. If you do not show up for your examination and haven’t cancelled your registration I will be charged a $25.00 no show fee.

• If the Academy does not receive application packet (see Certification Requirements #4 and #5.) a confirmation will be mailed but may not be received by me two weeks before the examination. I also understand that if I do not have an email address, my examination will not be sent to the proctor. I understand that such a disclosure would constitute a violation of copyright laws and my certification will be revoked.

• I understand that I am strongly encouraged to bring current editions of the CPT (ICD-10 Procedure version only), CPT-HCPCS, and HCPCS manuals. I understand that other reference manuals, officially published update sheets for these manuals may be used and manuals may not be shared. Furthermore, if I do not have the current manuals, I understand I will not be allowed to take the examination. I understand I may be disallowed on my examination application. I also understand that if I do not have an email address, my examination will not be sent to the proctor. I understand that such a disclosure would constitute a violation of copyright laws and my certification will be revoked.

• I understand that no one shall reproduce, copy, or distribute this document or any portion thereof, whether or not my application is accepted, and that it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, magnetic, or otherwise, including but not limited to taping, gluing, or stapling in my books. Writing is allowed in the margins of the manuals may not be shared. Furthermore, if I do not have the current manuals, I understand I will not be allowed to take the examination. I understand I may be disallowed on my examination application. I also understand that if I do not have an email address, my examination will not be sent to the proctor. I understand that such a disclosure would constitute a violation of copyright laws and my certification will be revoked.

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