

HCPro
**Certified Coder
Boot Camp®**
ORIGINAL VERSION

**Important Information for Open Registration
Certified Coder Boot Camp® - Original Version Course Participants¹**

2010 Version

Exam Registration-- IMPORTANT! PLEASE READ IMMEDIATELY!



If you desire to sit for the AAPC's CPC® exam, you must register at least FOUR WEEKS prior to the exam date. If you miss the deadline for a particular exam date; AAPC may require you to select a future date. If you any questions about the exam registration process, please call Customer Service immediately 800-780-0584.

Below is a complete AAPC exam registration package. You will need to list the exam date, exam index #, exam location, and exam contact person for the exam on the AAPC National Examination Application and Order Form included in the registration package.

Even if you work in a hospital setting (many of our course participants come from a hospital setting), we still strongly recommend that you register for the CPC® exam, *not* the CPC-H® exam. Both exams focus heavily on the CPT coding system. However, we consider the CPC® exam to be a more appropriate entry-level exam, even though it has a professional services orientation. This course focuses heavily on the CPT coding system as designed by the AMA,

¹ This document applies to "open registration" courses only. If your facility is hosting an "on-site" course, please contact customer service at 800-780-0584 to obtain the on-site version of this document.

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which means the course also has a professional services orientation. However, because outpatient hospital services are reported using the same coding systems (i.e., ICD-9-CM, CPT and HCPCS Level II) as are used for reporting professional services, much of the course is directly applicable to reporting outpatient hospital services.

We estimate that about 80% of the material tested on CPC-H[®] exam is covered by this course. However, there are some CPC-H[®] topics (mostly billing-related topics) that are not covered by this course. These include topics such as the use of revenue codes and certain hospital-specific Medicare billing requirements. It would be virtually impossible to cover this additional material in one week and still fully cover the entire CPT coding system. For now, we recommend that you focus on CPT, HCPCS Level II and ICD-9-CM diagnosis coding and learn the other hospital-specific billing material later. If at some point you decide to also pursue CPC-H[®] certification, you can take the CPC-H[®] exam whenever your local AAPC chapter offers an exam administration (the CPC[®] and CPC-H[®] exams may be administered together). The AAPC sells a CPC-H[®] Examination Study Guide that may be helpful for CPCs who want to also become CPC-H[®] certified.

If you are interested in hospital outpatient/inpatient billing and reimbursement (as opposed to coding), our firm, also offers a five-day course called the Medicare Boot Camp[®] – Hospital Version. Information on that course is available at www.hcprobootcamps.com. However, we recommend (although it is not required) that course participants take the Certified Coder Boot Camp[®] course first since coding serves as the foundation for most billing and reimbursement issues.

You will notice that there is a two-year experience requirement in order to be eligible for the CPC[®] certification. If you do not have at least two years experience, you can still take the CPC[®] exam, however, you should apply for the exam as a CPC-Apprentice. If you pass the exam, the AAPC will award you the CPC-A[®] (CPC-Apprentice). Once you have the required experience, you may apply to the AAPC to have them convert your CPC-A[®] credential to CPC[®] (you will not have to retake the exam).

The exam registration fee for bootcamp students is currently \$260, not the AAPC's standard charge of \$300. If you are registering for the CPC[®] exam online, you will need to enter the student discount code "**STUDIS07**" in order to get the student discount. For those registering via a paper application (fax, scanned email, US mail) please be sure to enter in Section 3, "Coding/Coding related Course" that you are attending the HCPro Boot Camp. This will also serve as eligibility for the discount.

You should send your completed exam registration package along with your payment (checks should be made payable to the AAPC) to the AAPC (not to us) as soon as possible. The exam registration deadline is four weeks before the exam date. The AAPC may not accept late registrations.

Taking the Certification Exam With a Local AAPC Chapter

The AAPC has a very strong local chapter network. Most local chapters hold certification exam administrations on a regular basis. You should be able to find a local chapter exam administration in your area (or at least within driving distance).

To locate a local chapter exam administration in your area, search by state at: “<http://www.aapc.com/certification/locate-examination.aspx>” or call the AAPC at 800-626-2633 (ask for the exam department).

Coding Manuals

You will need a CPT 2010 manual, a 2010 ICD-9-CM manual, and a 2010 HCPCS Level II manual for both the class and the exam.

The “Standard” version of the CPT manual is not acceptable for the Boot Camp course. Also, some people have begun to use *CPT Expert* (published by Ingenix) or *CPT Plus!* (published by PMIC) in place of the AMA’s CPT manual. Neither *CPT Expert* nor *CPT Plus!* are acceptable for this class or the CPC exam. The Certified Coder Boot Camp[®] is a fast-paced program. If you do not have the “Professional” version of the AMA’s CPT manual in class, it will be virtually impossible for you to follow along with the class.

Generally, any version of the 2010 ICD-9-CM² and any version of the 2010 HCPCS Level II manual will be fine for class. Note that some publishers publish “Expert” editions of the ICD-9-CM and HCPCS Level II manuals. While not required for the course, the Expert editions of those two manuals (but not CPT) are acceptable. If you have not already purchased ICD-9-CM and HCPCS Level II manuals, the following manuals are recommended:³

The 2010 Coding Manual Package, Professional version contains all three manuals. It is available on the HCMarketplace at:

<http://www.hcmarketplace.com/prod-7691/2010-Coding-Manual-Collection-Professional-Version.html>

Individual manuals are also available on HCMarketplace.

2010 AMA’s CPT Manual Professional Edition <http://www.hcmarketplace.com/prod-7645/2010-CPT-Professional-Edition.html>

2010 ICD-9-CM Manual Volumes 1-2 <http://www.hcmarketplace.com/prod-7641/2010-ICD9CM-Manual-Volumes-1-and-2.html>

² Only Volumes 1 & 2 of ICD-9-CM are used in class, however, manuals that contain Volumes 1, 2 & 3 are also acceptable.

³ These are the ICD-9-CM and HCPCS Level II manuals used by the instructor. You may find it easier to follow along with the instructor if you have the same manuals as the instructor.

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2010 HCPCS Level II <http://www.hcmarketplace.com/prod-7639/2010-HCPCS-Level-II-Manual.html>

Preparing for Class

If you are interested in doing some background reading before class, we recommend the American Medical Association's *Principles of CPT Coding, (Fifth Edition)* (Item # OP501007). In our opinion, this book is the best textbook available on CPT coding. Also the AMA Press has released a new book on CPT coding called the *CPT Coding Workbook, (Second Edition)* (Item # OP570407). This is a great book for someone fairly new to coding or for someone needing a refresher on the basics of CPT coding. Nearly 100 coding exercises are included. Both *Principles of CPT Coding* and the *CPT Coding Workbook* are available from the AMA Press at a discount to Boot Camp Participants. To order either of these books, please contact Rosa Karbowskiak via phone at 312-464-4622 or email Rosa.Karbowskiak@ama-assn.org. Please be sure to identify yourself a Boot Camp participant in order to receive the discounted rate. Please note that, while highly recommended, *Principles of CPT Coding* nor the *CPT Coding Workbook* are required for this course. They are merely suggestions of other recommended books available on coding.

Medical Terminology

If you do not already have a solid understanding of medical terminology, it is also strongly recommended that you complete a medical terminology self study course prior to the start of your Boot Camp. We can suggest a couple of options depending on your needs.

E-Learning courses – HCPro offers a basic overview of medical terminology and human anatomy. The courses are ideal for those who have a basic understanding but would like to brush up on their skills. To place an order, please visit the HCMarketplace or contact our Customer Service department at 800-780-0584.

<http://www.hcmarketplace.com/prod-5404.html> - Med Term
<http://www.hcmarketplace.com/prod-5416.html> - Anatomy

Workbook – *Medical Terminology for Health Professions, 6th Edition* by Ann Ehrlich and Carol L. Schroeder offers a comprehensive guide for the beginner. The ISBN number is 1418072524. The book is available on Amazon.com and may also be available from one of your local bookstores. Our course participants who do not have a strong background in medical terminology typically find this book extremely helpful.

AAPC Membership

The AAPC requires all Certified Coder Boot Camp[®] course participants who desire to take the certification exam to join the AAPC as a student member. You should “order” your student membership from the AAPC at the same time as you register for the exam. The student membership is listed in Section 5 of the AAPC National Examination and Order Form.

Directions and Hotel Information

The hotel address, phone number, URL, room rate and room rate cut-off date are posted on our web site at <http://www.hcprobootcamps.com/courses/dates/index.cfm?bcamp=ccbc>. The hotel websites give detailed directions to the hotel as well as information about the location. Please call the hotel directly to make a room reservation. Be sure to identify yourself as a participant of HCPro’s Certified Coder Boot Camp[®] program. Please be sure to make your reservation before the cut-off date. After the cut-off date, contact the hotel to determine room availability and rates.

If you live more than 45 minutes away from the course site, we strongly recommend that you get a hotel room for the week. Given the amount of time we spend in class and the fact that there will be homework each evening, our course participants have found it very difficult to commute more than 45 minutes each way and still do well in class.

Cancellation and Transfer Policy

For our cancellation and transfer policy, visit our website at <http://hcprobootcamps.com/cancellation/>

What to Bring to Class

Please bring the following to class each day:

- Your 2010 CPT Professional, 2010 ICD-9-CM and 2010 HCPCS Level II manuals
- Highlighters and sticky (i.e., Post-It) notes (to make tabs for your coding manuals)
- A medical dictionary (optional, but nice to have)
- An anatomy book (optional, but nice to have)
- The AMA’s *Principles of CPT Coding* (optional, but nice to have)
- Note paper

Nondisclosure of Course Materials

You will receive a complete copy of our course materials at the beginning of class. Almost all of the materials used in connection with this course were custom designed by our firm specifically for use in connection with this course. We have invested a tremendous amount of time, money and effort in developing, refining and maintaining these materials. Consequently, we require all of our course participants to sign a Nondisclosure Agreement. The Nondisclosure Agreement prohibits you from using the course materials except (i) in direct connection with the course and preparing for the CPC[®] exam or (ii) as a personal reference in your day-to-day work. You will be asked to review and sign the Nondisclosure Agreement at the beginning of the first

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class. If you would like to review the Nondisclosure Agreement prior to class, please contact our office to receive an advance copy. Course participants who do not sign the Nondisclosure Agreement will still be permitted to take the course, however, they will not be permitted to remove any of the course materials from the classroom.

Classroom Time

It is an understatement to say that this course is intense. Other than breaks, we will be in class from 8 a.m. to at least 5:30 p.m. Monday-Thursday. If the class gets behind, class may run later than 5:30 p.m. Please plan on having several hours of homework each evening. Friday is generally a shorter day and usually ends around 3:00 pm. Cell phone use during class is strictly prohibited.

Dress

Business attire is not necessary. Please dress comfortably. Also, we find that the classrooms are sometimes on the cool side, even during the warmer months. You may be more comfortable if you bring a sweater or sweatshirt in case you get cold.

Meals

We will take a short lunch break each day (around 45 minutes). Although we typically provide coffee in the morning and drinks and snacks in the afternoon, everyone is on their own for lunch and dinner. Note that many hotels do not have restaurants on-site. Please see the enclosed hotel information sheet for restaurant information. If you are flying to the course, we recommend renting a car.

Preparing for the CPC[®] Exam

During class, the instructor will go over various tips and techniques for taking the CPC[®] exam. The instructor will also discuss additional things you can do between the end of class and the exam date to help you prepare for the exam.

The AAPC publishes a CPC[®] Examination Study Guide. If you are interested in the AAPC study guide, you may order a copy directly from the AAPC by calling 800-626-2633 and asking for the education department and tell them you are calling to place an order for a CPC[®] Exam Study Guide.

Contact Information

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If you have any question about the Boot Camp program, please contact:

Customer Service
(800) 780-0584 phone
(800) 738-1553 fax
bootcamps@hcpro.com

If you have questions about registering for the exam or joining the AAPC, please contact the AAPC directly at:

AAPC Phone Number: 800-626-2633
AAPC Web Site: www.aapc.com

We Look Forward To Having You In Class!



Examination Agreement

Each statement listed below must be initialed by the examinee. The examinee's signature below verifies that the examinee understands and agrees to abide by all examination requirements as outlined in this document. If you have any questions or concerns regarding this information, contact the examination department at 800-626-2633.

- ___ 1. I understand that in order for this examination application to be complete, the Application, Examination Agreement, payment for the examination, and membership must be received at AAPC's national office by mail, fax, or email at least **four weeks** prior to the examination date.
- ___ 2. I understand that if my application packet is incomplete, it will not be processed and I will not be registered for an examination.
- ___ 3. I understand that my examination payment will be processed whether or not my application is accepted, and that it may be applied to a future examination date.
- ___ 4. I understand that my registration will not be processed if I have any unpaid balances with AAPC.
- ___ 5. I understand that if I cancel my examination registration later than 14 days prior to my examination date, I will be charged a \$25.00 late cancellation fee. I also understand that if I do not show up for my examination and haven't cancelled my registration, I will be charged a \$25.00 no show fee.
- ___ 6. I understand that my examination fee is nonrefundable and nontransferable and must be used within one year of payment date.
- ___ 7. Upon approval of application, I will receive a confirmation via email. A confirmation will be available online at www.aapc.com under the Member Login area under My Events. I understand if a confirmation is not showing, I may not be registered for the examination, and an examination may not be sent to the proctor.
- ___ 8. I understand I am strongly encouraged to bring current editions of the CPT® (AMA Standard or Professional version only), ICD-9-CM, and HCPCS Level II manuals. I understand no other reference material besides officially published errata 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 be at a disadvantage. I understand I may obtain a list of manuals that do not meet the criteria by visiting AAPC's web site at: <http://www.aapc.com/certification/examinations.aspx>.
- ___ 9. I understand that the examinations are updated annually on (January 1) and reflect the current year codes.
- ___ 10. I understand that my books are subject to examination by the proctors. 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. I also understand no materials may be inserted, taped, glued, or stapled in my books. Writing is allowed in the manuals. If the proctors determine my books contain inappropriate material, I understand that I may be denied use of my own books during the examination at the

proctors' discretion. Should use of my books be disallowed, the proctors are not responsible to provide replacement books for my use during the examination and I may choose to sit for the examination at a later date.

- ___ 11. I agree to respect the authority of the proctors and treat them courteously.
- ___ 12. AAPC is not responsible for lost examinations. I understand that the proctors are responsible for mailing examinations back to AAPC. The proctors should send the examinations in a way so tracking is possible.
- ___ 13. I understand that results will be available online and the official results documents will be mailed within two to four weeks.
- ___ 14. I understand that all examinations are the sole property of AAPC and will not be returned to me.
- ___ 15. I understand that in order to maintain my certification, I must renew my membership annually with AAPC, pay any late fees that may apply, and submit the required continuing education units (CEUs) every two years.
- ___ 16. I understand that all examination materials are the sole property of AAPC and all information contained therein is strictly confidential. Additionally, no part of the examination may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means—graphically, electronically, verbally, or mechanically, including photocopying, recording, or taping, without expressed written permission from the publisher. If this proprietary information is disclosed, I understand that such disclosure would constitute a violation of copyright laws and my certification will be revoked.
- ___ 17. I hereby certify that I have read, understand, and agree to abide by AAPC's Code of Ethics. If this code is violated as determined by the discretion of AAPC, at anytime thereafter, may result in the loss of all credentials conferred upon me by AAPC and of my membership with AAPC.

I have read and understand the above information and agree to adhere by these guidelines. I understand that any rules that are not followed can, and may, result in disqualification of the examination and decertification of the proctors, as well as forfeiture of any monies invested. Additionally, disclosure of proprietary information may result in civil and/or criminal prosecution at the discretion of AAPC.

Examinee's Name (please print)

Examinee's Signature

Date

Keep a copy of this document for your records

Examination Application and Order Form

(All information in sections 1–5 must be completed or application will not be processed) Please print legibly



Member ID: _____

1. Personal Information (where information will be sent - no post office box allowed)		
Name (Last)	(First)	(Middle)

Primary Address Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work Home Address City/State/Zip Company Name Company Address City/State/Zip	Primary Phone Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work Work Phone Work Fax Home Phone Cell Email
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2. Examination Information			
Examination Date	Examination Index #	(available from contact person or online at www.aapc.com)	
City	State	Contact Person	
Examination Location			
Check One <input type="checkbox"/> CPC® Examination (Physician Coder) <input type="checkbox"/> CPC-H® Examination (Outpatient Facility Coder) <input type="checkbox"/> CPC-P® Examination (Payer)			
Retaking Examination <input type="checkbox"/> Yes _____ This will be your 2nd, 3rd, 4th, etc., time taking examination. <input type="checkbox"/> Apprentice (required work experience not met)			

3. Educational Preparation (check all boxes that apply)	
<input type="checkbox"/> Licensed PMCC, Instructor Name _____ <input type="checkbox"/> Boot Camp, Specify Vendor _____ <input type="checkbox"/> College Course, School _____ <input type="checkbox"/> Other _____	AAPC Distance Learning Programs: <input type="checkbox"/> Online CPC (301) <input type="checkbox"/> Independent Study Program (ISP) <input type="checkbox"/> AAPC Study Guides <input type="checkbox"/> AAPC Online Practice exams <input type="checkbox"/> None

4. Work Experience in a Coding/Coding-related Field (minimum two years required, see Certification Requirements) (check all boxes that apply)	
<input type="checkbox"/> 1st Letter of recommendation attached (work experience) <input type="checkbox"/> Independent Study Program certificate attached <input type="checkbox"/> Coding course certificate of completion attached (80 hours or more)	<input type="checkbox"/> 2nd Letter of recommendation attached (work experience) <input type="checkbox"/> Licensed PMCC certificate or letter of completion attached (80 hours or more)
<input type="checkbox"/> Inasmuch as I do not have two years coding experience or provide proof thereof, I understand that upon passing the examination, I will be awarded an apprentice designation and will maintain such designation until the required work experience has been met and provided. _____ (Initial here)	
Project Xtern: 1. Do you need to complete an externship after completing your education program? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Are you interested in participating in the AAPC Xtern program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
For information on the Xtern program, visit our web site at www.aapc.com	

5. Payment for Membership and Examination (application will not be processed unless payment for current membership and examination have been received)	
Membership Rate (Check one): <input type="checkbox"/> Current Member ID # _____	<input type="checkbox"/> New <input type="checkbox"/> Renewing Member \$120.00 USD..... \$ _____ <input type="checkbox"/> New <input type="checkbox"/> Renewing Student Member \$70.00 USD..... \$ _____
Examination Rate (Check one): <input type="checkbox"/> Examination Previously Paid	<input type="checkbox"/> Examination Payment \$300.00 USD \$ _____
Total Amount Enclosed \$ _____	
Payment Method: <input type="checkbox"/> Check (company only) <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	
Credit Card Number _____ Signature _____	
Expiration Date (mm/yyyy) ____ / ____ Name as it Appears on Credit Card _____	
Billing Address _____	
AAPC policy: Membership and examination are non-refundable and non-transferable	

I hereby attest that the above information is true and accurate to the best of my knowledge; if it is not, I understand that civil and criminal prosecution as well as disciplinary action with regards to membership and certification with AAPC will result.

Examinee's Signature _____

Date _____

Mail to: American Academy of Professional Coders
 2480 South 3850 West, Suite B
 Salt Lake City, Utah 84120

Phone: 800-626-CODE(2633)
 Fax: 801-990-7870
 Email: exams@aapc.com