



# 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.

## International Testing Centers

### 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. Temporary, copies, or digital IDs are NOT permitted.

### DON'T FORGET

Don't forget your confirmation notice and ear plugs. Personal items will NOT be allowed in the exam room and must be left outside of the exam room AT YOUR OWN RISK.

Note: International Testing Centers within India will be provided 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. Please practice this before logging into the exam. You must have working speakers to communicate with the proctors. You will forfeit your exam voucher if you don't comply with the requirements.

### DON'T FORGET

Your computer must be connected to a power source and you must be connected to reliable, high-speed internet. Please check your Internet by going to speedtest.net just prior to logging into the exam. Upload and Download speed should be 5.0 Mbps. Do not use VPN while taking the exam.

### 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. Temporary, copies, or digital IDs are NOT permitted.

## 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.

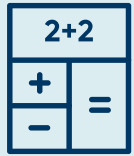
### References Not Allowed

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 (A laptop connected to a monitor is not allowed, even if the laptop is closed)
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, 10
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
Certified Professional Compliance Officer	CPCO™	100	11, 12
Certified Physician Practice Manager	CPPM®	135	12
Certified Risk Adjustment Coder	CRC™	100	2
Certified Documentation Expert Outpatient	CDEO®	100	1, 2, 3, 4, 12

## \* 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. E/M Audit Worksheets of your choice
5. ASA RVG™
6. ASA CROSSWALK®
7. Anatomical charts or pictures of the vascular tree (*These may have codes on them*)
8. Both volumes of the Coding Companion
9. One reference of choice (includes medical dictionary)
10. Your choice of ICD-10-PCS
11. 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
12. AAPC Reference Guides

# In-Person Exam Allowed Materials PAGE 2 OF 2

## Specialty Certification

Exam	Certification	Questions	Books*/References
Ambulatory Surgery Center	CASCC™	100	1, 2, 3, 9
Anesthesia/Pain Management	CANPC™	100	1, 2, 3, 4, 5, 6, 9
Cardiology	CCC™	100	1, 2, 3, 4, 7
Cardiovascular/Thoracic	CCVTC™	100	1, 2, 3, 4, 7
Dermatology	CPCD™	100	1, 2, 3, 4, 9
Emergency Department	CEDC™	100	1, 2, 3, 4, 9
Evaluation and Management	CEMC™	100	1, 2, 3, 4, 9
Family Practice	CFPC™	100	1, 2, 3, 4, 9
Gastroenterology	CGIC™	100	1, 2, 3, 4, 9
General Surgery	CGSC™	100	1, 2, 3, 4, 9
Hematology/Oncology	CHONC™	100	1, 2, 3, 4, 9
Obstetrics/Gynecology	COBGC™	100	1, 2, 3, 4, 9
Orthopaedic Surgery	COSC™	100	1, 2, 3, 4, 9
Pediatric	CPEDC™	100	1, 2, 3, 4, 9
Rheumatology	CRHC™	100	1, 2, 3, 4, 9
Urology	CUC™	100	1, 2, 3, 4, 9
Ophthalmology	COPC®	100	1, 2, 3, 4, 9
Interventional Radiology and Cardiovascular	CIRCC®	100	1, 3, 7

## 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	12
CRC Instructor	Approved Instructor	50	2
CIC Instructor	Approved Instructor	50	2, 10
COC Instructor	Approved Instructor	50	1, 2, 3
CPMA Instructor	Approved Instructor	50	1, 2, 3, 4
CDEO Instructor	Approved Instructor	50	1, 2, 3, 4, 9
CPCO Instructor	Approved Instructor	50	

## \* Books/References

- CPT® (AMA Professional edition ONLY, no other publisher is allowed)
- 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*)
- Your choice of HCPCS Level II
- E/M Audit Worksheets of your choice
- ASA RVG™
- ASA CROSSWALK®
- Anatomical charts or pictures of the vascular tree. *These may have codes on them.*
- Both volumes of the Coding Companion
- One reference of choice (includes medical dictionary)
- Your choice of ICD-10-PCS
- OIG references -  
*Notes on printed side of pages are allowed*
  - OIG Supplemental Compliance Program Guidance for Hospitals
  - OIG Compliance Program for Individuals & Small Group Physician Practices
  - OIG Compliance Program Guidance for Third-Party Medical Billing Companies
- AAPC Reference Guides

# Electronic Exam Allowed Materials

Books/References for Live Remote Proctoring (LRP) & International Testing Centers



## ID

A government Issued ID is required for an exam. Copies of ID's are not permitted.



## 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. Please go to [speedtest.net](http://speedtest.net), your upload and download should be at least 5.0 Mbps.



## 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	CPB™	135	1, 2, 4
Certified Professional Medical Auditor	CPMA®	100	1, 2, 4
Certified Professional Compliance Officer	CPCO™	100	
Certified Physician Practice Manager	CPPM®	135	
Certified Risk Adjustment Coder	CRC™	100	2
Certified Documentation Expert Outpatient	CDEO®	100	1, 2, 4

## \* Books/References

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2. Your choice of ICD-10-CM
3. Your choice of ICD-10-PCS
4. Your choice of HCPCS Level II

**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

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Cardiovascular/Thoracic	CCVTC™	100	1, 2, 4, 7
Dermatology	CPCD™	100	1, 2, 4
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Family Practice	CFPC™	100	1, 2, 4
Gastroenterology	CGIC™	100	1, 2, 4
General Surgery	CGSC™	100	1, 2, 4
Hematology/Oncology	CHONC™	100	1, 2, 4
Obstetrics/Gynecology	COBGC™	100	1, 2, 4
Orthopaedic Surgery	COSC™	100	1, 2, 4, 5
Pediatric	CPEDC™	100	1, 2, 4
Rheumatology	CRHC™	100	1, 2, 4
Urology	CUC™	100	1, 2, 4
Ophthalmology	COPC	100	1, 2, 4
Interventional Radiology and Cardiovascular	CIRCC®	100	1, 4, 7

## Instructor Certification

2 hours to complete

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CPB Instructor	CPB-I	70	1, 2, 4
CPPM Instructor	CPPM-I	70	
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
CPCO Instructor	CPCO-I	50	

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3. Your choice of ICD-10-PCS
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