hcpro | boot camps

Important Information for Open Registration
Certified Coder Boot Camp® Course Participants

2021 Version

> **Exam Registration-- IMPORTANT! PLEASE READ IMMEDIATELY!** http://www.aapc.com/certification
> If you desire to sit for the AAPC's CPC® exam, you must register at least THREE 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 contact the AAPC directly https://www.aapc.com/contactus.aspx .

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://hcmarketplace.com/certified-coder-boot-camp-1. 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 an HCPRO Boot Camp participant, and make your reservation before the cut-off date. After the cut-off date, contact the hotel to determine room availability and rates.

Course Materials

When you arrive at class, you will receive a workbook containing the class materials used throughout the boot camp.

Manuals Needed for Class

Coding Manuals

As part of your course registration fee, HCPro will **ONLY** provide all attendees with two out of the three required manuals:

- 2021 ICD-10-CM Expert for Physicians

- 2021 HCPCS II Expert

These manuals will be distributed on the first day of class by the instructor.

Each course participant must also bring their own AMA CPT 2021 Professional Edition© to class.

If you need to order, this manual from HCPro please use the following link.

2021 AMA's CPT Manual Professional Edition:
https://hcmarketplace.com/2021-cpt-pro

The "Standard" version of the CPT manual, *CPT Expert*, and *CPT Plus!* are **not acceptable** for the Boot Camp course. Neither *CPT Expert* nor *CPT Plus!* are accepted for the CPC exam.

NOTE: There will be no discounts or refunds for students desiring to bring their own ICD-10-CM and HCPCS II coding manuals to class. Please be sure to save room in your luggage to transport these manuals home with you.

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.

Workbook – *Medical Terminology for Health Professions, 8th Edition* by Ann Ehrlich and Carol L. Schroeder offers a comprehensive guide for the beginner. The ISBN number is 1305634357. 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.

Certification
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 or visiting http://www.aapc.com/onlinestore/study-guides.aspx

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.

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To download a complete AAPC exam registration package, click here to go to **http://www.aapc.com/certification/locate-examination.aspx**. You can find the dates and locations of exams in the search boxes on this page also.

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).

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 three 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).

Hospital vs. Professional Services settings and certification

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 COC® 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, 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-10-CM, CPT and HCPCS Level II) that 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 COC® exam is covered by this course. However, there are some COC® 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-10-CM diagnosis coding and learn the other hospital-specific billing material later. If at some point you decide to also pursue COC® certification, you can take the COC® exam whenever your local AAPC chapter offers an exam administration. The AAPC sells a *COC® Examination Study Guide* that may be helpful for CPCs who want to also become COC® certified.

If you are interested in hospital outpatient/inpatient billing and reimbursement (as opposed to coding), HCPRO also offers a five-day course called the Medicare Boot Camp® – Hospital Version. Information on that course is available at **http://hcmarketplace.com/medicare-boot-camp-hospital-vrsn-1**

Classroom Time

It is an understatement to say that this course is intense. Other than breaks, we will be in class from 8:00 a.m. to 5:30 p.m. Monday through Thursday. If the class gets behind, class may run later than 5:30 p.m. The class usually ends early on Friday, at about 3:00 p.m.

Please plan on having several hours of homework each evening. If you live more than 45 minutes away from the class location, you may want to reserve a hotel room in order to provide enough time for homework at the end of each day. Cell phone use during class is strictly prohibited.

Lunch

We will take about a 45-minute break for lunch each day. We typically provide coffee in the morning and drinks and a light snack in the afternoon, everyone is on their own for lunch. Note that many hotels do not have restaurants on-site. If you are flying to the course, we generally recommend renting a car.

What to Bring to Class

Please bring the following to all classes:

- 2021 CPT Professional edition
    - 2021 ICD-10-CM Expert for Physicians and 2021 HCPCS Level II manuals will be PROVIDED
- Highlighter
- A notebook for making your own notes
- Sticky Notes/flags
- Pens/Pencils

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.

Course Materials Copyright
All materials are copyrighted to HCPRO and cannot be duplicated without written consent.

Cancellation and Transfer Policy
For our cancellation and transfer policy, visit our website at https://hcmarketplace.com/cancellations.

COVID Safety
Simplify Compliance places the highest priority on the safety of our guests. We will follow safety guidelines and advisements for meetings as outlined by the CDC and the WHO, as well as state and local mandates. In preparation for attendance at our events, we want to share the following measures to promote health and wellbeing.

- At this time, all hotel guests are required to wear a mask while in public areas of the hotel and anywhere that social distancing measures cannot be met.
- Meeting rooms will be set to comply with CDC, WHO, and applicable locally recommended social distancing guidelines.
- Food service will follow the safety guidelines implemented by the hotel.

To view all the safety measures that the host hotel has implemented, please see the information listed on their website.

Simplify Compliance will continue to monitor the COVID-19 environment, the recommended guidelines, and communicate adjustments to the onsite policies and procedures as we approach the live event date.

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

> Customer Service
> (800) 650-6787 phone
> (800) 785-9212 fax
> http://hcmarketplace.com/product-type/boot-camps

We Look Forward to Having You In Class!

This document applies to "open registration" courses only. If your facility is hosting an "on-site" course, please contact customer service at 800-650-6787 to obtain the on-site version of this document.