



Important Information for Live Virtual Certified Coder Boot Camp Participants

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 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.

What is Included with Your Purchase

When you purchase a seat for our live virtual boot camps you get online access for one participant to the live sessions, a hard copy of our printed workbook materials, a current ICD-10- CM Expert for Physicians, a current HCPCS II Expert, and access to the recordings of the sessions. HCPro reserves the right to revoke your access if we find that you are sharing your login or any of the class information.

Course Materials

You will receive a hard copy of the class materials. In addition, you will also receive two out of the three required materials:

1. Current ICD-10-CM Expert for Physicians
2. Current HCPCS II Expert

These will be shipped to you via UPS. If ordering on our website, please be sure to enter the physical address of where these materials should be shipped to. If you order over the phone or if you are unsure of what address we have on file, please ask the person you are speaking with to verify your address information and update accordingly or call our customer service department. Materials should arrive approximately two business days prior to the start of class.

3. **Required: Each course participant must have their own AMA CPT 2021 Professional Edition© for class.**

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

Current 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.

Virtual Boot Camp Platform

We use GoToMeeting to present our virtual boot camps. To ensure your system supports GoToMeeting, use this link <https://support.goto.com/meeting/system-check>. We will send out access information for the class 4 business days prior to the class start and again 1 business day prior.

Session Recordings

You will have access to the recordings of each class session via a password protected page on our website. You will be given the page location two business days following the first session. Recordings will be added to the page within one business day following the live session. You will have access to this page for 60 days after the final live session.

Continuing Education Credits

To receive continuing education credits, you will be required to successfully complete a 40-question quiz that is based off of the content covered throughout the course. Successful completion is achieved by getting at least 80% of the multiple-choice questions correct.

Copyright Protection of Course Materials

The materials used in connection with this course were custom designed by our company 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 and they are protected by copyright laws. Course materials may not be duplicated. You may use the materials (i) in direct connection with the course or (ii) as a personal reference in your day-to-day work. No claim is asserted to any U.S. Government, American Medical Association or

What to Bring to Class

We suggest that you have the following available during the class:

- Highlighter
- Notepaper
- Sticky Notes/flags
- Pen/Pencil
- ICD-10-CM Expert for Physicians
- HCPCS II Expert
- AMA CPT 2021 Professional Edition
- Hardcopy of class materials

The following items are optional, but may be nice to have with you:

- A medical dictionary
- An anatomy book
- The AMA's *Principles of CPT Coding*

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, Ninth Edition* (Item # OP501016). In our opinion, this book is the best textbook available on CPT coding which can be used as a resource beyond just for the boot camp. Another resource published by the AMA Press is the *Introduction to CPT® Coding* (Item # OP330011). This is a great book for someone fairly new to coding or for someone needing a refresher on the basics of CPT coding. The AMA website is <https://www.ama-assn.org/>.

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. The student membership is listed in Section 5 of the AAPC National Examination and Order Form.

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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>. Scroll to the bottom of the page to find links to the complete exam application. 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).

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 entrylevel 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 CPC® and COC®

exams may be administered together). 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 www.hcprobootcamps.com.

Contact Information

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

Customer Service Phone:

(800) 650-6787

Email: customerservice@hcpro.com

We Look Forward to Having You in Class!