

Contains Time Sensitive Information – Please Read Immediately

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

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

2012 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 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.

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/10022/location-dates>. 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. This workbook will be yours to keep, so plan accordingly in allowing enough room in your luggage on the return trip home.

Manuals Needed for Class

Coding Manuals

You will need a CPT 2012 Professional Edition, a 2012 ICD-9-CM manual, and a 2012 HCPCS Level II manual for the class. You'll also need these books if you plan on taking the CPC exam (see below for more information on how to register for the exam).

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.

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Generally, any version of the 2012 ICD-9-CM¹ and any version of the 2012 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:²

The 2012 Coding Manual Package, Professional version contains all three manuals. It is available on the HCMarketplace at:

<http://www.hcmarketplace.com/prod-9569/The-2012-Coding-Manual-Collection-Professional-Version.html>

Individual manuals are also available on HCMarketplace.

- 2012 AMA’s CPT Manual Professional Edition: <http://www.hcmarketplace.com/prod-9554/2012-CPT-Professional-Edition.html>
- 2012 ICD-9-CM Manual Volumes 1-2: <http://www.hcmarketplace.com/prod-9513/2012-ICD9CM-Manual-Volumes-1-and-2.html>
- 2012 HCPCS Level II: <http://www.hcmarketplace.com/prod-9517/2012-HCPCS-Level-II-Manual.html>

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. There will be about a 45 minute lunch break each day. 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.

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

² 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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What to Bring to Class

Please bring the following to all classes:

- Your 2012 CPT Professional, 2011 ICD-9-CM Volumes 1 and 2 and 2011 HCPCS Level II manuals
- Highlighter
- A notebook for making your own notes
- Sticky Notes/flags
- Pens/Pencils

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*

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 <http://hcprobootcamps.com/cancellation/>

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, Sixth Edition* (Item # OP501009). In our opinion, this book is the best textbook available on CPT coding. Also the AMA Press has released a 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 to receive the discounted rate. Please note that, while 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.

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E-Learning courses – HCPro offers a library of Anatomy and Physiology e-learning courses. 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-9390/Anatomy-Physiology-for-ICD10-Coding-ELearnng-Series.html>

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.

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>. There is also a Practice Test for the AAPC CPC® Exam available from HCPro. You can order a copy of the HCPro practice test and study guide at <http://www.hcmarketplace.com/prod-9130/2011-Practice-Test-for-the-American-Academy-of-Professional-Coders-CPC-Exam.html>

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).

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The exam registration fee for HCPPro Boot Camp 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 HCPPro 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).

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 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, 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) 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 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), HCPPro 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 Boot Camp program, please contact:

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

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 800-780-0584 to obtain the on-site version of this document.