

Contains Time Sensitive Information – Please Read Immediately



**Important Information for
Certified Coder Boot Camp® - Online Version Course Participants**

2012 Version

Welcome to the Certified Coder Boot Camp Online! Congratulations on your decision to further your education and work toward achieving your goal, be it professional coding certification or just improved coding skills. These next four weeks promise to be hard work, but at the end of the month, you'll find you're astounded at how much you've learned. Please read this document in its entirety right away to ensure you have everything you need before the start of class.

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Online Portal Registration

Although you have already received an order confirmation, you will need to register on our online portal before the start of the class. This only takes a few minutes. You will soon receive an e-mail from HCPro with instructions on how to complete your registration.

How this Class Works

The class is comprised of a combination of video-based lecture, exercises you'll do on your own, and an office hour conference call with one of our instructors every two weeks. Throughout the four weeks, you'll meet all four instructors via video and likely have a chance to talk to each of them during the office hour calls. Complete biographies of all of the course instructors can be found in your course materials.

As you go through the four weeks of class, you'll watch lessons taught by each of our four instructors. One of those four instructors will be available during office hour conference calls that take place the Monday after the second week of class and the Monday after the last week of

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class at 3 p.m. Eastern, 2 p.m. Central, 1 p.m. Mountain, and Noon Pacific. This is the time for you and other students from the class to ask questions about the material covered in the prior two weeks. Dial-in information and a complete schedule of office hour calls will be available on the web portal. You'll also be able to email our instructors any time by clicking on the "ask a question" link that can be found on the portal.

You will receive your workbook by the Thursday prior to the start of class. In the front of the materials, you'll see the sessions that will be covered in each of the four weeks. In the event you have not received your materials on the Thursday before the start of class, please call HCPro Customer Service at (800) 780-0584.

When it's time for you to get started, keep in mind you'll need space to open your course materials and your coding manuals. Turn off your cell phone, close out of your email, and try to let others know you'll be unavailable during the time you've set aside so that you can focus your energy on listening and watching the lessons.

Please keep in mind that the Certified Coder Boot Camp Online is for individual use only. Participants are not permitted to share usernames and passwords or copy the workbook materials.

Four easy steps

In brief, here are the four steps you'll take each week:

1. **Click on the first lesson listed for the week.** At the end of each lecture, the instructor will assign individual exercises and practice exam questions. Please note that some -- but not all -- lessons have accompanying PowerPoint presentations or outlines that you will find in your materials. You can also find a list of assignments for each week in the front of your materials.
2. **After you complete the assignments, watch the next video.** In that video, one of our instructors will go over the exercises you've just completed. After that, you can move on to the next module in the week. Please be sure to watch the video lectures and complete the exercises in the order you see them listed on the web portal and in the materials. Many of the lessons and practice exercises build on the previous sessions.
3. **Complete each week's videos, exercises, and practice exam questions.** Keep in mind that with our online boot camp, as with any class, you'll get out of the course what you put into it. To truly master the coding concepts covered in the course, it's crucial to complete all the exercises on your own before watching our instructors go over the answers.
4. **On the designated two Mondays, call in to our office hour session to ask your questions.** Please remember that questions must pertain to the material covered during

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class the previous two weeks. During the call, we'll also post a link for you to download answer keys to the prior two weeks' exercises.

Please note we will upload one week's worth of videos at a time. They will be uploaded each Monday.

Logging out: Each time you step away from the course for longer than a few minutes, be sure to log out of the portal. HCPro tracks the time you spend in each lesson to comply with the requirements of CE credit organizations.

Certificate of Completion and CE credits

When you're finished with the class, we'll ask you to complete an online evaluation of the course. Once you've submitted your evaluation, a certificate of completion will be emailed to you. You can use the certificate to apply for your continuing education credits. CE credits from the AAPC are only available to students who earned their CPC prior to taking this course. The AAPC does not grant approval for activities completed prior to certification.

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.

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.

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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- 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>

Technical Requirements and Assistance

You will need a computer equipped with a Broadband Internet connection, a sound card, and speakers or headphones. You will need Macromedia Flash player Version 8.0 or higher, an Internet Browser (Internet Explorer version 7.0 or higher, Firefox version 3.0 or higher), and a recommended screen resolution of 1024 x 768. *The use of AOL or wireless Internet connections is not recommended.*

We advise that you take some time prior to the start of the course to visit the web portal test page to ensure that you will be able to view the course. To check your system, go to <http://conferencewebcasting.com/stream-test/>. If you have problems with either video or sound on the main page, please contact your IT department for assistance.

Other Materials

You’ll be referencing more than one open manual and your course materials as you view the course content. Please keep in mind that you will ideally want to view the course in a location that will allow you ample space to conveniently access all your reference materials. Make sure you have the following available as you watch the videos, review the course material, and complete assignments.

- A computer with speakers
- 2012 CPT Professional, 2012 ICD-9-CM and 2012 HCPCS Level II manuals
- Highlighters and sticky (i.e., Post-It) notes (to make tabs for your coding manuals)
- Note paper

The following other materials are optional, but may be helpful:

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

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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.

HCPro offers a basic overview of medical terminology and human anatomy. The materials are ideal for those who have a basic understanding but would like to brush up on their skills. You can review Modules 18-20 at your convenience and the answer keys for Modules 18-19 will be posted in the Resources section on the portal with the rest of the Week 1 materials answer keys. They will not be covered during the course of the four-week class.

E-Learning courses – HCPro offers a library of e-learning courses on Anatomy and Physiology. 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.

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. We have also included some PDFs documents of additional practice CPC exam questions that you can download from the portal.

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.

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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) 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.

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). If you have questions about registering for the exam or joining the AAPC, please contact the AAPC directly at 800-626-2633 or go to www.aapc.com.

Cancellation and Transfer Policy

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

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Contact Information

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

Customer Service

Phone: (800) 780-0584

Fax: (800) 738-1553 fax

E-mail: bootcamps@hcpro.com

We Look Forward To Having You In Class!