



## AAPC Proctor Confirmation

By signing my name and checking each box listed below, I am acknowledging I have read and complied with all of the proctor instructions and AAPC guidelines were followed during the examination.

### This document must be signed by both proctors

Index # \_\_\_\_\_ Exam Date: \_\_\_\_\_

1<sup>st</sup> Proctor: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Proctor: \_\_\_\_\_ Date: \_\_\_\_\_

In case of emergency, question on Saturday, or after hours please contact Wendy Willes at 801-836-4813. Before calling please make sure you have reviewed the frequently asked questions document for possible answers to your questions.

#### Pre Exam:

- The Proctor-to-Examinee instructions were personally read one week before the day of the exam.

#### Exam:

- The Proctor-to-Examinee instructions were read aloud to the examinees after their Photo IDs were checked, member IDs confirmed, book checks conducted and exam packets distributed.
- Examinees were reminded no electronic devices (cell phones, smart phones, tablets, etc) were allowed in the examination room. If they brought an electronic device they were asked to take it to their car. If they did not have a vehicle, they were asked to power off the device and place it on the desk in front of the proctors for the entire exam. Manual calculators are allowed.
- For proctors**, all Cell phones were powered off or put on silent (without vibration mode).
- Each examinee was told the specific exam start time and notified when 30 minutes of test time remained.
- Each examinee wrote their own exam end time and signed their own name on the examination time sheet.
- There was absolutely no talking between proctors or examinees during the examination.
- Except for restroom breaks, both proctors remained with the examinees during the entire examination.

#### Post Exam:

- All exam booklets were sealed by examinee, collected, and counted.
- Each step of the Exam Return Instructions were read and followed.
- The exam package will be dropped off at a **FedEx shipping center** within **one business day** of the exam being held. If you are proctoring an exam in the last weeks of the month please ship the exams directly after the exam is held.

Did you assist with an ADA accommodation for this exam? If yes, do you have any comments or suggestions with AAPC's ADA process?

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Please list any comments or suggestions regarding the AAPC exam process.

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## ⇒ **Important Instructions** ⇐

To ensure you have the correct amount of exams and all the material necessary to administer the exam properly, please review the list of expected examinees and match each exam packet with its respective examinee. If there are any discrepancies please contact AAPC for instructions. Please do not allow anyone to take the exam without AAPC prior approval

### How to fill out Examination time sheet

1. As you pass out an examination packet to each examinee, mark that individual as **P**resent in the first column next to their name. Those that have not attended mark as **A**bsent.
2. Fill in the start time for each examinee present.
3. Indicate how many **Used** exam packets you assigned out and how many **Unused** you have left.
4. As the examinees complete their exams, make sure they fill in the exam **End** time and sign their names on the examination time sheet.
5. Mark the Grid and Book columns on the examination time sheet as examinees return these items to you.
6. After the examination has been completed, **ALL** grids and exam booklets should be accounted for. Please count how many Used Grids and Used Books were returned and mark on the sheet how many were collected.
7. Please return all exams that were sent to you, including no show and extra exams sent.

### Frequently Asked Questions

**Q. Can I use the 2015 ICD-10-CM draft for the exam?**

Yes, there were not any code changes in the ICD-10-CM code book for 2016. There were some minimal changes in the guidelines. You can bring in the official CMS guidelines printed out. There cannot be any writing on these guidelines.

**Q. What year coding books should the examinee be using?**

Each code set is updated annually; it is essential that examinees use the current calendar year's coding manuals when taking the exam. However, if examinees choose to use previous year's coding books, they should not be disqualified from the exam. If an examinee chooses to use 2015 **and** 2016 books, they should not be disqualified.

**Q. Where do I find the Exam Index Number or Member ID Number?**

The Exam Index number is located on the Exam Sign-in Sheet. Also, both the Exam Index number and the Member ID number are on the white label located on the outside of each examinee's exam booklet.

**Q. What if examinee seals their grid in their exam booklet?**

Place both the exam booklet with the grid enclosed in the envelope provided for Grids Only. Please note in the Comment section of your AAPC Proctor Confirmation sheet.

**Q. What if examinee forgets to sign the exam grid or the Examination Sign-in Sheet?**

Please make a note in the Comments section of your AAPC Proctor Confirmation sheet. You do not have to have them come back, AAPC National Office will resolve the issue.

**Q. What should I do if I did not get a FedEx return shipping label?**

Please call or email AAPC on the next business day. We will be able to email a return shipping label for you to use.

**Q. What should I do if there are severe weather conditions?**

The National office strongly encourages, if possible, following through with holding the exam as scheduled. If the weather is an issue for your area, please contact AAPC's office as soon as possible.

**Q. What if an examinee brings in a prohibited electronic device (cell phone, smart phone, tablet, etc.)?**

Please ask the examinee to return the device to their car. If they do not have a car, have them power off the phone and place it at the proctors' table for the duration of the exam. If at any time during or at the completion of the exam, you see an examinee with an electronic device (cell phone, smart phone, tablet, etc), this will disqualify their exam. Contact AAPC immediately.

**Q. If I need to contact an examinee for some reason, where can I find their contact information?**

The contact information for each examinee is included at the bottom of your shipping confirmation email sent two weeks before the exam date. It is located on the bottom of the email.





## Allowed Reference Material

Manual calculators are allowed (No Smart Phones)

Exam	Certification	Questions	Books*/References
Certified Professional Coder	CPC®	150	1, 2, 3
Certified Inpatient Coder	CIC™	60 multiple choice, 10 inpatient cases (fill in the blank)	2 as well as ICD-10-PCS
Certified Outpatient Coder	COC™	150	1, 2, 3
Certified Professional Coder-Payer	CPC-P®	150	1, 2, 3
Certified Professional Biller	CPB™	200	1, 2, 3
Certified Professional Medical Auditor	CPMA®	150	1, 2, 3, 4, 5
Certified Professional Compliance Officer	CPCO™	150	Any published references are allowed, except Study Guides and published references by HCCA
Certified Physician Practice Manager	CPPM®	200	Manual calculator (no smart phones), no books
Certified Professional Coder-Instructor	CPC-I®	50	1, 2, 3
Certified Risk Adjustment Coder	CRC™	150	2

## Specialty Certification

Exam	Certification	Questions	Books*/References	Books *
Ambulatory Surgery Center	CASCC™	150	1, 2, 3, 10	<ol style="list-style-type: none"> <li>CPT® (AMA Standard or Professional edition ONLY). No other publisher is allowed</li> <li>Your choice of ICD-10-CM</li> <li>Your choice of HCPCS Level II</li> <li>The CMS 1995 and 1997 Evaluation and Management (E/M) Documentation Guidelines</li> <li>E/M Audit Worksheets of your choice</li> <li>ASA RVG</li> <li>CPT® crosswalk</li> <li>Anatomical charts or pictures of the vascular tree</li> <li>Both volumes of the Coding Companion</li> <li>One reference of your choice. This does allow Medical Dictionary.</li> </ol>
Anesthesia/Pain Management	CANPC™	150	1, 2, 3, 4, 5, 6, 7, 10	
Cardiology	CCC™	150	1, 2, 3, 4, 5, 8, 10	
Cardiovascular/Thoracic	CCVTC™	150	1, 2, 3, 4, 5, 8, 10	
Chiropractic	CCPC™	150	1, 2, 3, 4, 5, 10	
Dermatology	CPCD™	150	1, 2, 3, 4, 5, 10	
Emergency Department	CEDC™	150	1, 2, 3, 4, 5, 10	
Evaluation and Management	CEMC™	150	1, 2, 3, 4, 5, 10	
Family Practice	CFPC™	150	1, 2, 3, 4, 5, 10	
Gastroenterology	CGIC™	150	1, 2, 3, 4, 5, 10	
General Surgery	CGSC™	150	1, 2, 3, 4, 5, 10	
Hematology/Oncology	CHONC™	150	1, 2, 3, 4, 5, 10	
Internal Medicine	CIMC™	150	1, 2, 3, 4, 5, 10	
Interventional Radiology and Cardiovascular	CIRCC®	150	1, 3, anatomical charts to assist in catheter selection, 10	
Obstetrics/Gynecology	COBGC™	150	1, 2, 3, 4, 5, 10	
Orthopaedic Surgery	COSC™	150	1, 2, 3, 4, 5, 9, 10	
Otolaryngology	CENTC™	150	1, 2, 3, 4, 5, 10	
Pediatric	CPEDC™	150	1, 2, 3, 4, 5, 10	
Plastic and Reconstructive Surgery	CPRC™	150	1, 2, 3, 4, 5, 10	
Rheumatology	CRHC™	150	1, 2, 3, 4, 5, 10	
Surgical Foot and Ankle	CSFAC™	150	1, 2, 3, 4, 5, 10	
Urology	CUC™	150	1, 2, 3, 4, 5, 10	

### Section A

First Name:

Last Name:

Address:

City:  State:  Zip:

Phone Number:

### Section B

Exam Type	Version	Exam Number	Member ID
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### Section C

1st Proctor's Name:  2nd Proctor's Name:

Test City:  Test Date:   Index Number:

### Section D (to be completed prior to testing)

1. I have completed the following education:

- Distance Learning/AAPC online course
- AAPC classroom course/training
- AAPC Study Guide
- AAPC online practice exams
- Exam Review Class/Workshop
- Community College \_\_\_\_\_
- Tech/Trade School \_\_\_\_\_
- Other \_\_\_\_\_

2. I have the following years experience for the credential for which I am sitting:

- 0-1
- 2-5 years
- 6-9 years
- 10+ years

3. Other courses completed:

- Anatomy
- Terminology

### Section E (to be completed after testing)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. I signed in, my photo ID and books were checked.
<input type="checkbox"/>	<input type="checkbox"/>	2. I was allowed all required manuals for use during examination as stated on confirmation.
<input type="checkbox"/>	<input type="checkbox"/>	3. The Proctor-to-Examinee instructions were read aloud.
<input type="checkbox"/>	<input type="checkbox"/>	4. The exam atmosphere was conducive to a satisfying examination experience.
<input type="checkbox"/>	<input type="checkbox"/>	5. My test booklet was appropriately sealed with the silver seals before the examination began.
<input type="checkbox"/>	<input type="checkbox"/>	6. Except for restroom breaks, both proctors remained with the examinees during the entire examination.
<input type="checkbox"/>	<input type="checkbox"/>	7. I was given the appropriate amount of time to complete the examination.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Section F

At the end of the testing period, I certify that I will seal my test booklet with gold seals. Further, I will not remove any parts of this test, nor any materials included within the test packet, from the testing site.

\_\_\_\_\_  
 (Signature)

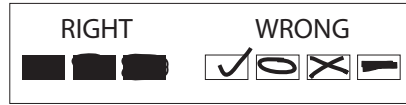


**AAPC**

www.aapc.com  
1-800-626-2633

# Examination Answer Grid

- Use a No. 2 pencil only
- Fill in bubble completely
- Erase completely to change
- Do not fold or staple



## Section G

1	A	B	C	D	E	31	A	B	C	D	E	61	A	B	C	D	E	91	A	B	C	D	E	121	A	B	C	D	E
2	A	B	C	D	E	32	A	B	C	D	E	62	A	B	C	D	E	92	A	B	C	D	E	122	A	B	C	D	E
3	A	B	C	D	E	33	A	B	C	D	E	63	A	B	C	D	E	93	A	B	C	D	E	123	A	B	C	D	E
4	A	B	C	D	E	34	A	B	C	D	E	64	A	B	C	D	E	94	A	B	C	D	E	124	A	B	C	D	E
5	A	B	C	D	E	35	A	B	C	D	E	65	A	B	C	D	E	95	A	B	C	D	E	125	A	B	C	D	E
6	A	B	C	D	E	36	A	B	C	D	E	66	A	B	C	D	E	96	A	B	C	D	E	126	A	B	C	D	E
7	A	B	C	D	E	37	A	B	C	D	E	67	A	B	C	D	E	97	A	B	C	D	E	127	A	B	C	D	E
8	A	B	C	D	E	38	A	B	C	D	E	68	A	B	C	D	E	98	A	B	C	D	E	128	A	B	C	D	E
9	A	B	C	D	E	39	A	B	C	D	E	69	A	B	C	D	E	99	A	B	C	D	E	129	A	B	C	D	E
10	A	B	C	D	E	40	A	B	C	D	E	70	A	B	C	D	E	100	A	B	C	D	E	130	A	B	C	D	E
11	A	B	C	D	E	41	A	B	C	D	E	71	A	B	C	D	E	101	A	B	C	D	E	131	A	B	C	D	E
12	A	B	C	D	E	42	A	B	C	D	E	72	A	B	C	D	E	102	A	B	C	D	E	132	A	B	C	D	E
13	A	B	C	D	E	43	A	B	C	D	E	73	A	B	C	D	E	103	A	B	C	D	E	133	A	B	C	D	E
14	A	B	C	D	E	44	A	B	C	D	E	74	A	B	C	D	E	104	A	B	C	D	E	134	A	B	C	D	E
15	A	B	C	D	E	45	A	B	C	D	E	75	A	B	C	D	E	105	A	B	C	D	E	135	A	B	C	D	E
16	A	B	C	D	E	46	A	B	C	D	E	76	A	B	C	D	E	106	A	B	C	D	E	136	A	B	C	D	E
17	A	B	C	D	E	47	A	B	C	D	E	77	A	B	C	D	E	107	A	B	C	D	E	137	A	B	C	D	E
18	A	B	C	D	E	48	A	B	C	D	E	78	A	B	C	D	E	108	A	B	C	D	E	138	A	B	C	D	E
19	A	B	C	D	E	49	A	B	C	D	E	79	A	B	C	D	E	109	A	B	C	D	E	139	A	B	C	D	E
20	A	B	C	D	E	50	A	B	C	D	E	80	A	B	C	D	E	110	A	B	C	D	E	140	A	B	C	D	E
21	A	B	C	D	E	51	A	B	C	D	E	81	A	B	C	D	E	111	A	B	C	D	E	141	A	B	C	D	E
22	A	B	C	D	E	52	A	B	C	D	E	82	A	B	C	D	E	112	A	B	C	D	E	142	A	B	C	D	E
23	A	B	C	D	E	53	A	B	C	D	E	83	A	B	C	D	E	113	A	B	C	D	E	143	A	B	C	D	E
24	A	B	C	D	E	54	A	B	C	D	E	84	A	B	C	D	E	114	A	B	C	D	E	144	A	B	C	D	E
25	A	B	C	D	E	55	A	B	C	D	E	85	A	B	C	D	E	115	A	B	C	D	E	145	A	B	C	D	E
26	A	B	C	D	E	56	A	B	C	D	E	86	A	B	C	D	E	116	A	B	C	D	E	146	A	B	C	D	E
27	A	B	C	D	E	57	A	B	C	D	E	87	A	B	C	D	E	117	A	B	C	D	E	147	A	B	C	D	E
28	A	B	C	D	E	58	A	B	C	D	E	88	A	B	C	D	E	118	A	B	C	D	E	148	A	B	C	D	E
29	A	B	C	D	E	59	A	B	C	D	E	89	A	B	C	D	E	119	A	B	C	D	E	149	A	B	C	D	E
30	A	B	C	D	E	60	A	B	C	D	E	90	A	B	C	D	E	120	A	B	C	D	E	150	A	B	C	D	E

## Section H

151	A	B	C	D	E	161	A	B	C	D	E	171	A	B	C	D	E	181	A	B	C	D	E	191	A	B	C	D	E
152	A	B	C	D	E	162	A	B	C	D	E	172	A	B	C	D	E	182	A	B	C	D	E	192	A	B	C	D	E
153	A	B	C	D	E	163	A	B	C	D	E	173	A	B	C	D	E	183	A	B	C	D	E	193	A	B	C	D	E
154	A	B	C	D	E	164	A	B	C	D	E	174	A	B	C	D	E	184	A	B	C	D	E	194	A	B	C	D	E
155	A	B	C	D	E	165	A	B	C	D	E	175	A	B	C	D	E	185	A	B	C	D	E	195	A	B	C	D	E
156	A	B	C	D	E	166	A	B	C	D	E	176	A	B	C	D	E	186	A	B	C	D	E	196	A	B	C	D	E
157	A	B	C	D	E	167	A	B	C	D	E	177	A	B	C	D	E	187	A	B	C	D	E	197	A	B	C	D	E
158	A	B	C	D	E	168	A	B	C	D	E	178	A	B	C	D	E	188	A	B	C	D	E	198	A	B	C	D	E
159	A	B	C	D	E	169	A	B	C	D	E	179	A	B	C	D	E	189	A	B	C	D	E	199	A	B	C	D	E
160	A	B	C	D	E	170	A	B	C	D	E	180	A	B	C	D	E	190	A	B	C	D	E	200	A	B	C	D	E

## Instructions for AAPC Exam Proctors

Thank you for supporting AAPC and our programs by serving as a proctor. As a proctor, you are responsible for providing the best possible exam environment and ensuring the integrity of each exam administered. Strict adherence to the following examination guidelines and attached Proctor-to-Examinee Instructions is critical to accomplishing these goals. Please read the following instructions carefully and familiarize yourself with them at least one week prior to the exam date. Failure to follow all instructions could result in the disqualification of an examination and/or decertification of the involved proctors.

1. AAPC requests the first proctor verify that the website has the correct book check time, exam address, (including specific driving directions) and any other additional helpful information at least one week before the exam date.
2. It is important for you to keep the member ID#'s confidential. The ID#'s must not be copied or used for purposes other than this examination.
3. All exams administered by AAPC have an exam length of **5 hours and 40 minutes. This is a timed test; remember to notify the examinees when they have 30 minutes of test time remaining. If you are proctoring a CPC-I (instructor) examination, they only receive 2 hours.**
4. Breaks are allowed as needed during the exam; however, the exam clock will not stop when an examinee elects to take a break.
5. With each examination package, AAPC sends additional CPC exams to **ONLY** be used at the discretion of the National AAPC office, and should never be opened or used without prior approval.
6. It is very important to explain how to accurately mark the exam grid. The example grid on the last page of these instructions may be used to explain the correct method for filling out the examination grid. Failure to correctly mark the grids may negatively impact the examinees' scores.
7. If you are assisting an examinee with an ADA accommodation(s), please review the ADA Accommodation form included in the exam package.
8. Providing a comfortable exam environment is essential. Please follow the examination guidelines listed below:
  - If you decide to use a personal computer as a proctor, ensure the sound is turned off
  - Do not allow late entrance into the exam. This is distracting to the examinees. Doors are to be closed after book check.
  - Ensure no electronic devices with an on and off switch (cell phones, smart phones, tablets, etc) are brought in the examination room. Failure to comply with this policy will result in the disqualification of an examinee's results. Proctors may have their phones out however they must be silent (without vibration mode).
  - Advise all examinees to be respectful of each other during the exam (making as little noise as possible when opening snacks or drinks and when exiting/entering the room for a break). This rule applies to proctors as well.
  - Please explain if at any time during the exam a test taker is distracted, they may elect to not continue with the exam. It is the examinees' responsibility to contact AAPC to reschedule. If any portion of the examination has been completed at the time it was stopped, the examinee must contact AAPC to request a review. Any concerns regarding the exam environment must be addressed with AAPC prior to exam results being release. Once AAPC has reviewed the reason the exam was not completed, AAPC may or may not choose to grade the exam.
  - Ensure the examination time sheet is signed by each examinee at the end of the exam when the exam book is collected.
9. Review the "Allowed Reference" page in this packet.

Tabs can be inserted, taped, pasted, glued, or stapled in the code books if the obvious intent is to earmark a page with words or numbers and not add supplemental information. No other material of any kind may be taped, stapled, or glued into the manuals to be used during the examination. Handwritten notes in coding books (as those commonly seen for daily coding activities at work) are permitted. Code books will not be disqualified due to writing of this nature contained therein.

All resources listed on the back of the AAPC Examination Instructions may be used. A **Medical Dictionary may be used only for Specialty credentials. Manual calculators are allowed for any exam (again no smart phones).**
10. Removal of any test material from the exam site is strictly prohibited. Any attempt to remove exam materials will disqualify the examinee for certification and result in automatic failure of the examination. If the proctor removes exam material from the exam, their certification will be revoked.
11. **The attached Proctor-to-Examinee instructions are required to be read aloud on the day of the exam to the examinees (after the book check has been held and prior to the beginning of the examination). Remember exam start time begins after the instructions are read.**
12. If you have any questions or concerns with the above information, an examinee has a question and you are unsure of the answer, or an unexpected situation occurs during the exam, please call the **Exam Department** weekdays at (800) 626-2633. If you are proctoring on a Friday afternoon, Saturday or Sunday, please call **Wendy Willes at (801) 836-4813. Please do not give this number to the examinees. Direct them to call AAPC during office hours.** Before calling please make sure you have reviewed the frequently asked questions document for possible answers to your questions.



## Proctor Procedures Upon Completion of Exam

It is very important all return steps are followed. Please carefully read and follow the Return Instructions listed below to ensure the security of the test grids inside the return exam envelope/box. You should use the prepaid FedEx return address label (which is included in your exam package) to send the exam package back to AAPC. The exam package is **required** to be returned to the address listed below within **one business day** of the exam being held. Contact the Exam Department if you have any questions regarding the process of returning your exam package weekdays at (800) 626-2633. If you are proctoring on a Friday afternoon, Saturday, or Sunday, call Wendy Willes at (801) 836-4813.

AAPC  
2233 South Presidents Drive, Suites F-C  
Salt Lake City, UT 84120

### Exam Return Instructions:

- Step one:** Place the answer grids into the **FedEx Small/Large Pak envelope which has been provided** and securely seal.
- Step two:** Bundle the small pak envelope which contains the answer grids along with the exam booklets (and any additional exam documents; E/M audit sheets, etc) inside the return FedEx Large Pak envelope or reuse the box the exams were sent in.
- It is **extremely important** you put the envelope with the exam grids into the FedEx Large Pak envelope or box with the exam booklets when shipping items back. **DO NOT** ship the envelope with exam grids separately. They will get lost and will result in examinees retaking the exam.
- Step three:** Apply the FedEx adhesive return label to the return envelope/box. (It is important to remove the old shipping label or apply the return label directly over the old label on the envelope/box.)
- Step four:** Secure and seal the envelope/box
- Step five:** Return package to any FedEx Shipping Center. To find a FedEx drop-off location go to:  
**<http://www.fedex.com//Dropoff/start>** or call 1-800-463-3339 (1-800-GoFedEx.)