



Examinee Instructions

Live Remote Proctored Exam

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Live Remote Proctored Exam Notes

SETUP

Make sure your external webcam is placed to show your face, hands, keyboard, area surrounding your keyboard (about 10 inches). You will be required to perform a 360 degree room and desk pan using your webcam. Please practice this before logging into the exam. You must have working speakers to communicate with the proctors. You will forfeit your exam voucher if you don't comply with the requirements.

DON'T FORGET

Your computer must be connected to a power source and you must be connected to reliable, high-speed internet. Please check your Internet by going to speedtest.net just prior to logging into the exam. Upload and Download speed should be 5.0 Mbps. Do not use VPN while taking the exam.

REMEMBER YOUR VALID GOVERNMENT ISSUED ID

You are required to present a valid, government-issued photo ID (e.g., driver's license, passport, state-issued ID card) on exam day. Ensure that your first and last name on the photo ID EXACTLY match your first and last name as they appear on your exam confirmation. If you have more than one last name or a suffix listed on your government-issued photo ID, the same last names must be reflected on the confirmation notice. If your name is incorrect, please contact AAPC at 800-626-2633. Temporary, copies, or digital IDs are NOT permitted.

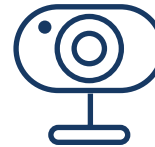
DIFFERENCES IN ALLOWED REFERENCES

Books/references allowed for the electronic exams may differ slightly from in-person exams because some references are built into the test. You will have access to the same information regardless of test administration method.



ID

A government Issued ID is required for an exam. Copies of ID's are not permitted.



External Webcam

You must position the webcam so that the proctor will be able to see your face, hands, keyboard, and the area surrounding your keyboard (about 10 inches).



Laptop OR Desktop Computer

Your computer must pass the minimum system requirements for the online CPC exam. You can test your computer in a few seconds any time prior to the exam. Please go to speedtest.net, your upload and download should be at least 5.0 Mbps.



Drink on Desk

Drinks are allowed on all exams.

Prohibited Items



Electronic Devices

No electronic devices with an on/off switch or any device capable of capturing and storing an image are allowed into the examination room. Failure to comply will result in disqualification of your exam. This list includes, but is not limited to cell phones, tablets, smart watches, Fitbits, etc.

References Not Allowed

1. Study Guides
2. Procedural Coding Expert
3. Any Procedural Professional
4. CPT Plus! – PMIC
5. CPT Insider's View – AMA
6. ICD-10-CM Easy Coder

Live Remote Proctored Prohibited Items

1. External monitor (A laptop connected to a monitor is not allowed, even if the laptop is closed)
2. Pets or additional people in the room
3. Electronic devices (including your phone and a calculator)
4. Headphones

Live Remote Proctored Allowed Materials

Core Certification

Exam	Certification	Questions	Books*/References
Certified Professional Coder	CPC®	100	1, 2, 4
Certified Inpatient Coder	CIC™	40 multiple choice, 7 inpatient cases (fill in the blank)	2, 3
Certified Outpatient Coder	COC™	100	1, 2, 4
Certified Professional Biller	CPB™	135	1, 2, 4
Certified Professional Medical Auditor	CPMA®	100	1, 2, 4
Certified Professional Compliance Officer	CPCO™	100	
Certified Physician Practice Manager	CPPM®	135	
Certified Risk Adjustment Coder	CRC™	100	2
Certified Documentation Expert Outpatient	CDEO®	100	1, 2, 4

Instructor Certification

2 hours to complete

Exam	Certification	Questions	Books*/References
CPC Instructor	CPC-I	50	1, 2, 4
CPB Instructor	CPB-I	70	1, 2, 4
CPPM Instructor	CPPM-I	70	
CRC Instructor	CRC-I	50	2
CIC Instructor	CIC-I	50	2, 3
COC Instructor	COC-I	50	1, 2, 4
CPMA Instructor	CPMA-I	50	1, 2, 4
CDEO Instructor	CDEO-I	50	1, 2, 4
CPCO Instructor	CPCO-I	50	

Specialty Certification

Exam	Certification	Questions	Books*/References
Ambulatory Surgery Center	CASCC™	100	1, 2, 4
Anesthesia/Pain Management	CANPC™	100	1, 2, 4, 6, 8
Cardiology	CCC™	100	1, 2, 4, 7
Cardiovascular/Thoracic	CCVTC™	100	1, 2, 4, 7
Dermatology	CPCD™	100	1, 2, 4
Emergency Department	CEDC™	100	1, 2, 4
Evaluation and Management	CEMC™	100	1, 2, 4
Family Practice	CFPC™	100	1, 2, 4
Gastroenterology	CGIC™	100	1, 2, 4
General Surgery	CGSC™	100	1, 2, 4
Hematology/Oncology	CHONC™	100	1, 2, 4
Obstetrics/Gynecology	COBGC™	100	1, 2, 4
Orthopaedic Surgery	COSC™	100	1, 2, 4, 5
Pediatric	CPEDC™	100	1, 2, 4
Rheumatology	CRHC™	100	1, 2, 4
Urology	CUC™	100	1, 2, 4
Ophthalmology	COPC	100	1, 2, 4
Interventional Radiology and Cardiovascular	CIRCC®	100	1, 4, 7

* Books/References

1. CPT® (AMA Professional edition ONLY, no other publisher is allowed)
2. Your choice of ICD-10-CM
3. Your choice of ICD-10-PCS
4. Your choice of HCPCS Level II
5. Both volumes of the Coding Companion
6. ASA CROSSWALK®
7. Anatomical charts or pictures of the vascular tree. *These may have codes on them*
8. ASA RVG™