AT-HOME EXAMS CHECKLIST

An at-home exam with a live/remote proctor provides the flexibility to select a comfortable testing environment, as long as it meets the required criteria. Ensure that you have all necessary materials and equipment in place for a seamless exam experience.
Visit aapc.com/exam-day for a detailed description of exam day requirements.

ALLOWED ITEMS

IDENTIFICATION	ELECTRONICS	TECHNOLOGY
❑ Government issued photo ID (i.e., passport, driver's license)	❑ Desktop or laptop	❑ Internet speed of at least 10 Mbps
❑ Name on ID matches the name on AAPC account	❑ 1080p external webcam with 6-foot cord	❑ RAM: 16 GB (less than 90% RAM usage)
	❑ Computer speakers and microphone	❑ CPU: More than 4 core CPU (less than 50% CPU usage)
		❑ Download Guardian Browser (Note: you can confirm your RAM & CPU at https://go.proctoru.com/. You can confirm your internet at speedtest.net)

ROOM SETUP	COMFORT	BOOKS
❑ Closed room with a door	❑ Water in a clear cup or water bottle	❑ Your choice of necessary eBooks or print books (see below for needed books)
❑ Windows closed and covered	❑ A sweater or sweatshirt without a front pocket or hood	❑ Print books must be current year or one year previous edition
❑ Only person in the room		❑ eBooks will be current year
❑ Setup at a desk/table with a chair		

PROHIBITED ITEMS

ELECTRONIC DEVICES	WRITING	IDENTIFICATION	RESOURCES
✖ Phone	✖ Paper	✖ Paper/temporary ID	✖ Study Guides
✖ Smartwatch	✖ Whiteboard		✖ Procedural Coding Expert
✖ Tablet	✖ Pens		✖ Any Procedural
✖ Second monitor	✖ Pencils		✖ Any Procedural Professional
✖ Headphones	✖ Markers		✖ CPT Plus! – PMIC
✖ Webcam integrated in laptop/desktop			✖ CPT Insider's View – AMA
			✖ ICD-10-CM Easy Code

TESTING CENTER CHECKLIST

A testing center alleviates the responsibility of managing technology and electronics during your exam. Simply arrive, follow the provided instructions, and complete your exam.
Visit aapc.com/exam-day for a detailed description of exam day requirements.

ALLOWED ITEMS

IDENTIFICATION	CONFIRMATION	COMFORT
❑ Government issued photo ID (i.e., passport, driver's license)	❑ Copy of your confirmation notice	❑ A sweater or sweatshirt without a front pocket or hood
❑ Name on ID matches the name on AAPC account		
❑ DigiLocker Verified Aadhaar card (if testing in India)		

BOOKS
❑ Your choice of necessary eBooks or print books (*see below for needed books*)
❑ Print books must be current year or one year previous edition
❑ eBooks will be current year

PROHIBITED ITEMS

ELECTRONIC DEVICES	WRITING	IDENTIFICATION	RESOURCES
✖ Phone	✖ Paper	✖ Paper/temporary ID	✖ Study Guides
✖ Smartwatch	✖ Whiteboard		✖ Procedural Coding Expert
✖ Tablet	✖ Pens		✖ Any Procedural
✖ Second monitor	✖ Pencils		✖ Any Procedural Professional
✖ Headphones	✖ Markers		✖ CPT Plus! – PMIC
✖ Webcam integrated in laptop/desktop			✖ CPT Insider's View – AMA
			✖ ICD-10-CM Easy Code

ALLOWED MATERIALS

You have the option to choose your preferred book format for the exam: a printed copy (your personal copy) or an eBook (accessible through a shared library on the exam platform). You may change your preferred book format up to 48 hours before the exam.

Core Certifications

4-hour exam

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
Certified Documentation Expert Inpatient	CDEI®	100	2, 3
Revenue Cycle Management Specialist	RCMS®	135	1,2,3,4
Certified Professional Medical Scribe	CPMS®	40 multiple choice, 3 essay	

Specialty Certifications

4-hour exam

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

Instructor Certifications

2-hour exam

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	

Books/References allowed

Current-year books are highly recommended as code sets are updated annually. You may choose to utilize books from the preceding year, the current year, or a combination of both; however, only one copy of each book is allowed.

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 or Orthopedics Coders' Specialty Guide
6. ASA CROSSWALK®
7. Anatomical charts or pictures of the vascular tree. These may have codes on them.
8. ASA RVG

All other materials/documents required to take the exam will be provided within the electronic exam platform.