AAPC Exam Certification - FAQs

What does CPC®, CPC-H®, CPC-P®, CPB™, CPMA®, CPCO™ and CPPM® stand for?

Certified Professional Coder®
Certified Professional Coder-Hospital®
Certified Professional Coder-Payer®
Certified Professional Biller™
Certified Professional Medical Auditor®
Certified Professional Compliance Officer™
Certified Physician Practice Manager®

Can I bring my cell phone to the exam?

Electronic devices with an on off switch (cell phones, smart phones, tablets, etc) are not permitted in the examination room. Do not bring them as there is no place to stow them.

What items will I need to bring to the exam?

For CPC®, CPC-H®, CPC-P®, and CPB™
Picture ID, Member ID, Several #2 pencils, AMA CPT® (professional or standard), ICD-9-CM, HCPCS II manual (Expert editions of ICD-9 and HCPCS are allowed).

What year's books should I use?

Since the code sets for each coding book are updated every year, it’s essential for coders to have the current year’s books to ensure accurate performance. Reporting wrong codes can lead to denied claim submissions and substantial penalization. It’s clearly very important to get an education on the annual code set updates and to obtain new code books every year.

All AAPC exams are based on the current calendar year's code sets, so we strongly suggest you use the current year’s books. The previous calendar year’s books may be used on an exam, but you would be at obvious disadvantage doing so. The upcoming year’s books are not allowed for exam use. The exams are updated every January for the new code sets. Examinees using their second attempt in the next calendar year will not be permitted to take the previous year's exam.

What is allowed in our books?

Handwritten notes are acceptable in the coding books only if they pertain to daily coding activities. Questions from the Study Guides, Practice Exams or the Exam itself are prohibited. Tabs may be inserted, taped, pasted, glued, or stapled in the manuals so long as the obvious intent of the tab is to earmark a page with words or numbers, not supplement information in the book.

No materials (other than tab dividers) may be inserted, taped, pasted, glued, or stapled in the manuals.
What are the exam registration requirements for all exams?

- Exam application (and exam agreement) submitted 4 weeks prior to the exam date
- Exam payment submitted 4 weeks prior to the exam date
- Current membership with the AAPC

What are the requirements for my letters of recommendation for education and work experience verification (apprentice designation)?

Two letters of recommendation verifying 2 years of on the job experience using the CPT®, ICD-9-CM, or HCPCS code sets. One letter must be on letterhead from your employer. Both letters are required to be typed and signed and will need to outline your coding experience and amount of time in that capacity.

OR

A minimum 80 hours of coding education AND one letter on letterhead from your employer verifying one year of on the job coding experience. Proof of education may be sent in the form of a letter from an instructor on school letterhead stating the amount of contact hours earned, a certificate/diploma stating at least 80 contact hours or a school transcript.

How many times can I take the exam with each payment?

Each exam payment includes one free attempt for the same type of exam as long as it is taken within one year of your original exam date. You can register for your free retake by logging into the Members area, click on "My Events" and select the examinations tab. Locate your last exam, click details and schedule your retake.

What happens if I schedule an exam and then do not attend?

Any scheduled examinee who does not show or cancel will be charged a $50 no show fee.

Is my exam payment refundable?

No, all exam fees are non refundable / non transferable. However, you have one full year to take the exam from the date of purchase.

When should I expect to view my results?

Exam results are normally released within 7 to 10 business days after the exam has taken place.

How are results released?

Exam results are released online in the My AAPC account, as well as mailed. Results are never given over the phone.

How long will I have access to the Online Practice Exams?

Online practice exams are for individual use only and access is available for one year from purchase date.