



ATTENDEE PACKET

CodingCert.com

Get Certified! Get Ahead!

**** Please read IMMEDIATELY ****

Important Information About Your Certification Course Enclosed

Dear Student:

CONGRATULATIONS in taking a step towards expanding your coding career and success! I'm your training camp operations manager. If you need anything, I'm here to assist you in any way possible.

Thank you for your recent registration for the upcoming *3-day Training Camp*. This course will give you the tools you need to earn the gold-standard in coding certification: the American Academy of Professional Coders' Professional Coding Credential.

You are now signed up for an upcoming Training Camp in the location and date of your preference.

Please note that this *3-day Training Camp* will NOT teach you how to code. It is an intensive preparatory course designed to arm you with the tools you need to pass the AAPC Exam. The Certification Exam is a grueling 5½ hours long, and even the most seasoned coders can fail if they are not prepared. It is recommended that you have at least two years of coding experience before sitting for the exam, or attend this Camp.

This Enrollment Package contains vital information regarding your upcoming course and your subsequent certification exam (below is an outline of each section). It is very imperative that you take the time to review the entire package. It is especially important that you complete the Student Background and Preparation Form enclosed and get it back to me as soon as possible.

- 1. AAPC Membership and Exam Information.** It is important that you read this carefully. You can't become certified if you don't follow these directions exactly.
- 2. Training Camp Important Details.** This document gives you an outline of what to expect at the Camp, and will ensure you get the most out of the course giving you a better chance to pass the Certification Exam.
- 3. Camp Rescheduling and Transfers, AAPC Exam Rescheduling, AAPC Exam and Membership Refund Information.** We have provided specific guidelines for your convenience.
- 4. Student Background and Preparation Form.** Please fill out this form and return it to me **TODAY**. This form provides your Instructor with information they need to ensure they tailor the Camp to the students' needs, and allows us to finalize your registration.

Once again, thanks for registering for the upcoming *3-day Training Camp*. Your desire to further your career and expand your coding knowledge is a tribute to your overall commitment in your future.

Thanks in advance for taking the time to provide us with the information requested on the enclosed forms, and should you have any questions or need assistance of any kind, please feel free to call me anytime.

Sincerely,



Michael S. Rodriguez
Training Camp Operations Manager
Direct Fax: 1.919.287.2784
miker@coding-education.com

P.S. Space is filling up fast for this exciting event! If you would like to reserve a slot for your associate or friend, please let us know as soon as possible by calling me directly.

P.P.S. Also, we regularly arrange for expert instructors to give a variety of AAPC Certification *3-day Training Camps* in offices and facilities across the nation. If you have at least 4 additional coders that would like to sign up, we'll come to you. Just give me a call and I'll be happy to arrange your personalized On-site Training Camp.

AAPC Membership and Exam Information

Important Information About the AAPC Exam and Membership:

1. You MUST be an AAPC member in good standing to take any of their Certification Exams.
2. You must prepay for your Exam.
3. You must fill out an application and submit it directly to AAPC to be eligible to take the Exam.
4. You must give four (4) weeks notice to the AAPC to reserve your place in an Exam.
5. Although we work closely with the AAPC, all guidelines and policies related to AAPC's Certification Exams or Membership are managed exclusively by them.

Note: Whether you purchased your AAPC Membership and/or Certification Exam from us along with your Training Camp, or directly from the AAPC, please read the sections below carefully.

AAPC Certified Professional Coder Credential Exam Registration

1. AAPC Notification:

- a. Once we receive your payment in full (or have finalized a payment plan), we send your information to the AAPC notifying them that you've paid for an Exam and/or Membership. We update student information everyday with the AAPC.
- b. Any questions regarding your payment for the Exam should be directed to us at the number at the bottom of the page, NOT the AAPC.
- c. If you need to contact the AAPC regarding your Exam, please allow ten (10) days following your CodingCert order for your information to reach the Academy so they'll be able to find you in their system.

2. Choose Your Exam Date and Location:

- a. You should choose your desired Exam location before you submit your application.
- b. The AAPC Exam dates and locations are constantly changing. The Academy web site has the most up-to-date information on dates and locations available, just go to:
<http://www.aapc.com/certification/locate-examination.aspx>.
Once you reach the web page, just plug in the state and hit the "search" button, and you'll receive a list of all exams scheduled in that state.

3. AAPC Application Submission:

- a. Once the AAPC has received your payment notification from us, you are eligible to submit your Exam application.
 - i. *Note: If you submit your application before the AAPC has received notification of your payment, they will not accept it.*
- b. Download the AAPC's application form from the following online location
<http://www.aapc.com/certification/locate-examination.aspx>.
- c. After you submit your application to the AAPC, an Academy representative will contact you via email or phone directly to finalize the registration process for your Exam. Please give the Academy at least two (2) weeks to process your application and contact you.
- d. PLEASE SUBMIT ALL APPLICATIONS DIRECTLY TO THE AAPC. Do not submit your application to us at CodingCert.
- e. Although we do not control the registration process at the AAPC, if you are having any problems or need assistance, we will be pleased to do our best to assist you.
- f. **IMPORTANT:** The AAPC has a cut-off date for each Exam. You must register for your desired Exam at least **FOUR (4) WEEKS in advance of the Exam date**. All applications must be submitted to them before this date to be eligible to attend.
- g. You will not be scheduled for an Exam until you have paid, turned in your application form and an AAPC representative has spoken with you directly.

AAPC Membership

1. **Membership Status:** You must be a member of the AAPC in order to take any of their Coder Credentialing Exams. If you are already a member, you need do nothing further. However, if you purchase your Membership with us, or still need to purchase a Membership, please review the sections below carefully.
2. **Membership Registration:**
 - a. Once we receive your payment in full (or have finalized your payment plan) we will provide your information along with your Membership order to the AAPC. We update this information with the AAPC daily.
 - b. The Academy will contact you directly to confirm your Membership. Kindly allow two (2) weeks from the date of your paid order with us for an AAPC representative to get in touch with you.
 - c. If you haven't purchased yet your AAPC membership, you may either:
 - i. Purchase your membership through us. Just contact our Certification Specialist and they will take care of it for you.
 - ii. Or, you may apply for your membership directly with the AAPC online at <http://www.aapc.com/Membership/index.aspx> or call them at Toll Free Phone 800-626-CODE (2633) Local Phone: 801-236-2200.

Training Camp Important Details

Training Camp Student Count Requirement

In order to ensure an optimal learning experience for you, there is a minimum requirement of four (4) students per Camp. Should this requirement not be met three (3) weeks prior to the Camp date, your Certification Specialist will contact you and assist you in identifying another date and location that is convenient for you.

If you have already registered with the AAPC for your Exam, please make sure to indicate this on your Student Background and Preparation Sheet enclosed before you submit it to us. This will ensure your personal Certification Specialist has all of the necessary information to help you prepare for your Certification Exam.

Payment Policy

You must either have prepaid your course fee in full, or finalized arrangements for a payment plan BEFORE you can attend a Training Camp or your course materials to be shipped to you. Payment guidelines are as follows:

1. Full Payment

- a. Please allow two (2) business days for payment to be reflected in your credit card statement.
- b. Charges to your credit card will appear as either "Subscription Services" or "Eli Research."
- c. It is not recommended that you bring payment to the course itself. Please arrange for payment to be sent to a corporate address that will be advised by your Certification Specialist.
- d. Payment methods accepted:
 - Check
 - Credit Card (Visa, MasterCard, Discover, American Express)

2. Payment Plan

We are pleased to offer an interest free payment plan option for those coders that would like to take the Training Camp, and pay over time. We provide this service as a benefit to our students. It doesn't go through an outside credit agency.

- a. **Contract:** You will be asked to sign a Promissory Note and Guarantee of Payment committing to a payment schedule.
- b. **Down Payment:** You must pay 25% down, and your down payment must be received and have cleared, for your Camp attendance authorization.
- c. **Payment Schedule:** The remaining balance can be paid over three (3) months after making the initial downpayment.
- d. **Payment Method:** The remaining balance must be set up and agreed to before the Training Camp occurs. This includes arranging payment via time authorized direct debits from your specific credit card.

Training Camp Venue

The hotel contact and location information for your certification training camp will be emailed to you three (3) weeks prior to the date of your camp via email. Please be on the lookout for emails with the subject line:

[CodingCert] Your CPC Training Camp Information

If you don't receive an email with your training camp venue location by this time, please contact your Certification Specialist immediately. Many students find it useful to mark their Outlook Calendar so they'll be reminded to be on the lookout for the email.

Course Materials

A copy of the *□CPC @ Coding Exam Review 2010: the Certification Step□* by Carol Buck will be shipped to you. The price of this book is included in our Camp fee. This book is sent via UPS two to three weeks prior to the date of your camp.

Once again, we recommend that you keep an eye out for your book to arrive approximately no later than two weeks before your scheduled event. If you don't receive your book by this time, please contact your Certification Specialist immediately. Many students find it useful to mark their Outlook Calendar so they'll be reminded to be on the lookout for the book.

If you registered for the camp between 3-weeks and 72-hours before the camp, your Certification Specialist will arrange to get your book to you in time. If you registered less than 72-hours before a camp you may incur additional shipping charges so the book can be sent overnight and you receive by the start date of the course. Your Certification Specialist will remind you of this arrangement.

IMPORTANT

Your course book will only be sent to you if your order is paid in full or if you have finalized your payment plan. If you are a payment plan participant, we must have received your 25% down payment and finalized arrangements for your consecutive auto-payments for the remaining balance due.

Although your instructor will also have a personal copy of the Carol Buck book for his use throughout the course, there will be no additional copies available at the day of the Camp. It is important that you receive your book before the event and bring it with you.

For you to be prepared prior to attending your class and as a reference for discussion with your instructor and classmates, please take the first set of examination in CD-ROM of the Carol Buck book. Print a copy of the result and bring it to your training camp.

What Should You Bring to the Camp?

To ensure you have an optimal experience at your Training Camp, please be sure to bring the following books with you EACH DAY of the course:

1. CPC ® *Coding Exam Review 2010: the Certification Step*
2. 2010 CPT Professional Book
3. 2010 ICD-9 Book
4. HCPCS Book

We also recommend that you bring the following items to assist you:

1. Highlighter(s)
2. Pen and/or pencil
3. Note pad(s)
4. Although there will be snacks provided, packing a nutritious snack can help keep you on track.
5. Bring whatever else you feel will aid your learning during this intensive study course.
6. Sweater or light jacket, as conference rooms can be cold.

**** IMPORTANT:**

There will be **NO** extra copies of any of the recommended books at the course itself.
You are responsible for making sure you bring your materials each day.

Class Schedule

Classes are held for three (3) consecutive days from 8:00am - 5:00pm every day. We recommend you show up to class each day approximately 10-15 minutes early to get set up so your instructor can begin on time.

Meals & Snacks

We are pleased to provide light snacks and lunch for you each day. Although there will be coffee when you arrive each day, there will be no breakfast, so we recommend you eat before you arrive at the venue. Meals and snacks will be provided as follows:

1. Breakfast: Coffee ONLY - please eat before you arrive.
2. Lunch: This is usually a boxed or packed lunch
3. Snack: A light afternoon snack will also be provided.

Also, if you think it will be useful, we recommend packing a few healthy treats to bring with you each day. They can be a great pick-up, especially if you happen to forget breakfast.

Training Camp Dress Code

The dress code for your Training Camp will be business casual. Meeting room temperatures can be unpredictable. Although we would like nothing better than make the room the perfect temperature for each student, unfortunately, this is usually beyond our control. Accordingly, for your comfort, we suggest the following:

1. Bring a sweater or jacket in case the meeting rooms are cold.
2. Dress in layers so you can be prepared for any variation in temperature.
3. Remember that the temperature of the room is not indicative of what it is like outside. So, even if it is 95 degrees outside, bring a sweater.

Camp Rescheduling and Transfers, AAPC Exam Rescheduling, AAPC Exam & Membership Refund Information

Please be informed by the following guidelines:

1. Camp Rescheduling and Transfers:

- a. Should you be unable to attend your original scheduled camp, we are pleased to reschedule you to another camp upon your request. Please notify us in writing ten (10) business days before the original scheduled event start date of your unavailability to attend the camp.
- b. Your previous paid amount can be transferred to another course date and venue.
- c. Your camp registration may be transferred to another student. Kindly notify us in writing at least four (4) days before the event start date.
- d. Travel, accommodation or any other costs incurred by you or any substitute are your responsibility.
- e. It is the responsibility of either the student or replacement student to notify the AAPC regarding Exam cancellations or changes (i.e. date, location, person, etc.).
- f. If you are unable to attend your scheduled camp, you are not eligible for any refund.

2. AAPC Exam Rescheduling

- a. Please note that if you have signed up for a specific Exam with the AAPC, it is your responsibility to contact them directly. Notifying us of your desire to change Camp schedule will NOT notify the AAPC of your desire to cancel or change an Exam.
- b. It is recommended that you contact the AAPC at least **fourteen (14) days before the scheduled exam.**
- c. If you rescheduled less than fourteen (14) days before the scheduled exam, the AAPC charges a \$25 rescheduling fee.
- d. You may contact the AAPC directly by calling them toll free: 800-626-CODE(2633) or local: 801-236-2200. AAPC Office hours are as follows:

Time Zone	Mondays-Thursdays	Fridays
Eastern	10:00 am - 7:00 pm	10:00 am - 3:00 pm
Central	9:00 am - 6:00 pm	9:00 am - 2:00 pm
Mountain	8:00 am - 5:00 pm	8:00 am - 1:00 pm
Pacific	7:00 am - 5:00 pm	7:00 am - noon

- e. Included in your Camp Registration is one free retake should you not pass the AAPC Exam during your first attempt. To be eligible for the retake, please submit your exam result to your certification specialist. You get a second chance to take the Exam within 12 months of your first test date for free. You can register for your free retake by logging into your AAPC Members area at www.aapc.com, click on "My Events" and select the examinations tab. Locate your last exam, click details and schedule your retake. Or by calling the AAPC directly.

3. AAPC Exam & Membership Refund Information

a. Membership Refunds:

- The AAPC does not offer refunds for Membership.
- If you ordered your AAPC Membership through us, the Membership portion of your fee was \$120. We send all Membership fees directly to the AAPC.
- Should you have any questions in this regard, please contact the AAPC directly.

b. Exam Refunds:

- The AAPC exam fees are non-refundable and non-transferable. It must be used within one year of payment date.
- If you want to reschedule an exam, you must notify the AAPC at least 14 days prior to the date of the exam. Notification can be in writing or by phone.
- There may be a \$25 cancellation fee for canceling your Exam below 14 days prior to your scheduled exam.
- There is an additional \$25 no show fee if you did not show up for the exam date and haven't cancelled your registration.

Student Background and Preparation Form

IMPORTANT - Please Read

It is imperative that you fill out and return both pages of this form immediately. The information on these two pages will solidify your positive camp learning experience. Note: Should we not receive your completed Student Preparation Forms before the date of the event all guarantees and refund opportunities are null and void.

I. Your Coding Background: We will be sharing your responses with the Instructor so they can better serve you. This information will only be shared with your Instructor, not other students.

1. How many years have you been coding outpatient claims? _____

2. If applicable, indicate which specialty you feel most confident in your ability to code.

3. Indicate your intentions related to taking the AAPC Certification Exam:

a. I've already registered:

Date: _____

Location: _____

b. I haven't registered yet but intend to do so within the following timeframe:

1 - 3 Month

3 - 6 Months

unsure

c. Have you previously taken the AAPC Certification Exam? No Yes

If yes, please provide below information:

Date: _____ Location: _____

Did you pass or fail the exam? _____

What did you find to be the most difficult aspect of the exam? _____

4. Is there anything specific you'd like your Instructor to concentrate on during the Camp?

5. What specifically do you hope to get out of the attending this Training Camp? _____

II. Name Badge Information: Please print neatly in the space provided below. Remember, be exact, this is how you want information to appear on your badge during the Training Camp.

Full First & Last Name: _____
Casual First Name (optional) _____
(example: Full first name might be Samantha; Casual first name Sam)
Credentials: _____
Company: _____
City, State: _____

III. AAPC Member #: This ensures we communicate clearly with the AAPC regarding requests.

Member # (if available) _____

IV. Camp Confirmation: This is just a double check to ensure we have you in our system for the exact camp you want to attend.

Date: _____
Location: _____

Type of Certification:

- Standard Certification: CPC® CPC-H® (Outpatient Hospital/Facility)
- Specialty Certification:
- | | |
|-----------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> CANPC™ (Anesthesia & Pain) | <input type="checkbox"/> CCC™ (Cardiology) |
| <input type="checkbox"/> CEMC™ (Evaluation & Management) | <input type="checkbox"/> COSC™ (Orthopaedics) |
| <input type="checkbox"/> COBGC™ (Obstetrics & Gynecology) | |

V. Special Needs: Examples: Disabilities, food allergies, dietary requirements, etc.

I have read and understood the terms and conditions of CodingCert regarding my enrollment in their training camp. I agree to comply with the guidelines and procedures based on those stipulated in the enrollment packet.

Signature over Printed Name

Date