

CCS Prep Workshop

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CCS

LHIMA

CAHIMA Affiliate

Louisiana Health Information
Management Association

Linda's Bio

- Graduated with A.S. in Health Information Technology from DCC in May 1996
- RHIT in 1996
- CCS-P in 2002
- CPC in 2003
- CCS in 2005
- ICD-10-CM/PCS Approved AHIMA Trainer in 2009-Present
- Employed as HIT/Coding Instructor at DCC since 2001

Sandy's Bio

- Graduated with a CTS in Medical Coding from DCC in December 2011
- CPC-A in 2012
- CCS in 2014
- Selected as Intern at Ochsner Health System before becoming an Inpatient Coder

What are Certified Coding Specialists?

CCSs are skilled in classifying medical data from patient records, generally in a hospital setting. These coding practitioners:

- *Review patients' records and assign alpha-numeric codes for each diagnosis and procedure.*
- *Possess expertise in the ICD-10-CM and CPT coding systems*
- *Are knowledgeable about medical terminology, disease processes, and pharmacology.*

Where can a CCS Work?

Different facilities and institutions make use of a CCSs' skills:

- *Hospitals and medical providers take the coded data created by CCSs to insurance companies—or to the government in the case of Medicare and Medicaid recipients—for reimbursement of expenses.*
- *Researchers and public health officials also use this data to monitor patterns and explore new interventions.*
- *They are considered coding experts!*

Why Should You Take the CCS Exam

- \$\$\$\$\$\$\$\$\$\$\$\$\$
- Employment Opportunities
- Better Job
- Promotion
- Professional Development
- Want to promote yourself as a expert ICD-10-CM/PCS Coder

CCS Certification

www.ahima.org/certification/ccs.aspx

- Professionals experienced in coding inpatient and outpatient records should consider obtaining this certification.
- You do not have to be a member of AHIMA to take this exam.
- Discount to AHIMA Members.
- CCS Candidate Guide Available Free Online.

CCS Certification

Commission on Certification for Health Informatics
and Information Management (CCHIM)

Candidate Guide



Updated March 3, 2016

AHIMA
ahima.org

TIPS FOR SUCCESS

- Read through the entire candidate guide!



- Visit AHIMA's exam preparation page at:
www.ahima.org/certification

“Big 3” Questions

Am I qualified
to take this
exam?



How much
does it cost?



Time?



CCS Exam Eligibility Requirements for 2016

- **By Credential**: RHIA®, RHIT®, or CCS-P® **OR**
- **By Education**: Completion of a coding training program that includes anatomy & physiology, pathophysiology, pharmacology, medical terminology, reimbursement methodology, intermediate/advanced ICD diagnostic/procedural and CPT coding; **OR**

CCS Exam Eligibility Requirements for 2016

- **By Credential with Experience**: CCA® plus one (1) year of coding experience directly applying codes; **OR**
- Other Coding credential from other certifying organization **plus** one (1) year coding experience directly applying codes.

NOTE: Check for Eligibility FAQ Document at <http://www.ahima.org/certification/CCS> if you still have questions.

Annual Certification Exam Pass Rates* (2012-2014)

2014

Exam	# First Time Test Takers	* Pass Rate of First Time Test Takers	■ Total # of Credentials awarded to First Time Test Takers
RHIA	1021	75.8%	774
RHIT	3817	70.5%	2692
CCS (1/1/14 - 3/30/2014)	2454	71.23%	1748
CCS (8/1/2014 - 12/31/2014)	192	58.33%	112
CCSP	519	52%	270
CCA	2241	60.5%	1357
CHPS	95	66.3%	63
CHDA	85	61.2%	52
CDIP	276	78.6%	217
CHTS-CP	20	45%	9
CHTS-IM	25	72%	18
CHTS-IS	18	50%	9
CHTS-PW	39	59%	23
CHTS-TS	21	48%	10
CHTS-TR	7	100%	7

2013

Exam	# First Time Test Takers	* Pass Rate of First Time Test Takers	■ Total # of Credentials awarded to First Time Test Takers
RHIA	910	76.0%	695
RHIT	3375	76.0%	2250
CCS	3411	64.8%	2212
CCSP	452	55.5%	251
CCA	2381	63.0%	1499
CHPS	141	65%	91
CHDA	86	40%	34
CDIP	248	82%	204
CHTS-CP	701	48%	333
CHTS-IM	789	67%	531
CHTS-IS	792	66%	519
CHTS-PW	971	57%	555
CHTS-TS	581	63%	364
CHTS-TR	649	74%	483

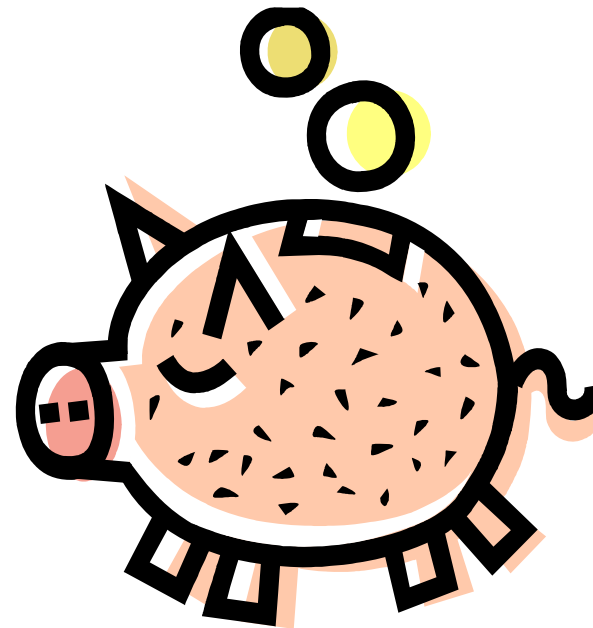
2012

Exam	# First Time Test Takers	* Pass Rate of First Time Test Takers	■ Total # of Credentials awarded to First Time Test Takers
RHIA	831	76.5%	636
RHIT	2888	75.5%	2181
CCS	2592	47.9%	1242
CCSP	480	57.9%	278
CCA	2798	57.8%	1617
CHPS	136	68.3%	93
CHDA	49	44.9%	22
CDIP	145	85.5%	124

Exam Fees

Certified Coding Specialist (CCS)

- *Member - \$299*
- *Non-Member - \$399*



Let's Begin Our Journey

- You are here so we know that you are interested in taking the CCS Exam.
- We are here to help you prepare for this exam.
- Let's take off to find our way to Certification!



Applying for CCS Exam

- Download Candidate Guide
- Check Eligibility
- Complete Application
- Review Exam Application Checklist
- Register Online or via Paper Application
- Complete Special Accommodations Forms, if Applicable
- Submit all paperwork necessary (transcripts, resume, other documentation)



Next Step to the CCS Exam

- 1) Wait for authorization to test (ATT)
- 2) Four Month Window Available!**
- 3) Schedule Exam with Pearson VUE
- 4) Verify what materials and form(s) of ID are need at testing center.
- 5) Verify time and date of exam.
- 6) Begin CCS Prep if you haven't already!

How Do I Study?

- The Exam Content Outline is your roadmap to studying.
- A Study Plan is essential.
- Keeping on track will lessen your stress near the time of the exam.
- Finding a study partner may help.
- Think of the knowledge that you will attain by preparing for this exam!

CCS Exam Content Outline

Number of Questions on exam:

- *97*

Multiple-choice questions

- *(79 scored/18 pretest)*
- *8 medical scenarios*
- *(6 scored/2 pretest)*

Exam Time:

- *4 hours – no breaks*

Domain I. – Health Information Documentation (8% - 10%)

Tasks:

1. Interpret health record documentation using knowledge of anatomy, physiology, clinical indicators and disease processes, pharmacology and medical terminology to identify codeable diagnoses and/or procedures
2. Determine when additional clinical documentation is needed to assign the diagnosis and/or procedure code(s)
3. Consult with physicians and other healthcare providers to obtain further clinical documentation to assist with code assignment
4. Compose a compliant physician query
5. Consult reference materials to facilitate code assignment
6. Identify patient encounter type
7. Identify and post charges for healthcare services based on documentation

Domain II. – Diagnosis & Procedure Coding (64%-68%)

Tasks (Part I):

Diagnosis:

1. Select the diagnoses that require coding according to current coding and reporting requirements for acute care (inpatient) services
2. Select the diagnoses that require coding according to current coding and reporting requirements for outpatient services
3. Interpret conventions, formats, instructional notations, tables, and definitions of the classification system to select diagnoses, conditions, problems, or other reasons for the encounter that require coding
4. Sequence diagnoses and other reasons for encounter according to notations and conventions of the classification system and standard data set definitions (such as Uniform Hospital Discharge Data Set [UHDDS])
5. Apply the official ICD-10-CM coding guidelines

Domain II. – Diagnosis & Procedure Coding (64%-68%)

Tasks (Part II):

Procedure:

1. Select the procedures that require coding according to current coding and reporting requirements for acute care (inpatient) services
2. Select the procedures that require coding according to current coding and reporting requirements for outpatient services
3. Interpret conventions, formats, instructional notations, and definitions of the classification system and/or nomenclature to select procedures/services that require coding
4. Sequence procedures according to notations and conventions of the classification system/nomenclature and standard data set definitions (such as UHDDS)
5. Apply the official ICD-10-PCS procedure coding guidelines
6. Apply the official CPT/HCPCS Level II coding guidelines

Domain III. – Regulatory Guidelines and Reporting Requirements for Acute Care (Inpatient) Service (6-8%)

Tasks:

1. Select the principal diagnosis, principal procedure, complications, comorbid conditions, other diagnoses and procedures that require coding according to UHDDS definitions and Coding Clinic
2. Assign the present on admission (POA) indicators
3. Evaluate the impact of code selection on Diagnosis Related Group (DRG) assignment
4. Verify DRG assignment based on Inpatient Prospective Payment System (IPPS) definitions
5. Assign and/or validate the discharge disposition

DOMAIN IV. Regulatory Guidelines and Reporting Requirements for Outpatient Services (6-8%)

Tasks:

1. Select the reason for encounter, pertinent secondary conditions, primary procedure, and other procedures that require coding according to UHDDS definitions, CPT Assistant, Coding Clinic, and HCPCS
2. Apply Outpatient Prospective Payment System (OPPS) reporting requirements: a. Modifiers b. CPT/ HCPCS Level II c. Medical necessity d. Evaluation and Management code assignment (facility reporting)
3. Apply clinical laboratory service requirements

DOMAIN V. Data Quality and Management (2-4%)

Tasks:

1. Assess the quality of coded data
2. Communicate with healthcare providers regarding reimbursement methodologies, documentation rules, and regulations related to coding
3. Analyze health record documentation for quality and completeness of coding
4. Review the accuracy of abstracted data elements for database integrity and claims processing
5. Review and resolve coding edits such as Correct Coding Initiative (CCI), Medicare Code Editor (MCE) and Outpatient Code Editor (OCE)

DOMAIN VI. Information and Communication Technologies (1-3%)

Tasks:

1. Use computer to ensure data collection, storage, analysis, and reporting of information.
2. Use common software applications(for example, word processing, spreadsheets, and email) in the execution of work processes
3. Use specialized software in the completion of HIM processes

DOMAIN VII. Privacy, Confidentiality, Legal, and Ethical Issues (2-4%)

Tasks:

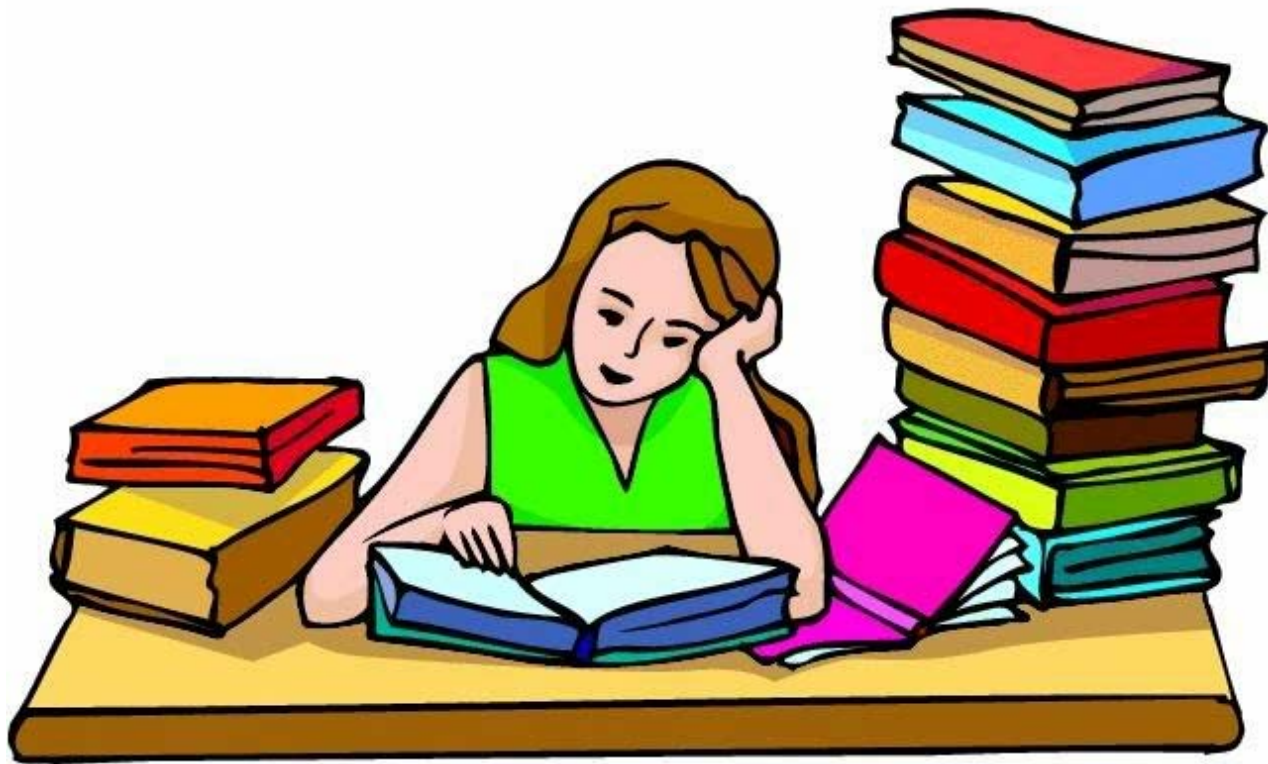
1. Apply policies and procedures for access and disclosure of personal health information
2. Apply AHIMA Code of Ethics/Standards of Ethical Coding
3. Recognize and report privacy and/or security concerns
4. Protect data integrity and validity using software or hardware technology

DOMAIN VIII. Compliance (2-4%)

Tasks:

1. Evaluate the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards
2. Monitor compliance with organization-wide health record documentation and coding guidelines
3. Recognize and report compliance concerns

Feeling Overwhelmed!



TIPS FOR SUCCESS

You will be able to:

Review exam specifications.

Review content outline.

Allow enough time to prepare for the exam.



“Cramming” is discouraged!

Create a Study Plan

Steps:

- 1) Assess your current schedule.
- 2) Use the CCA Exam Content Outline
- 3) Buy or Pull out your calendar/planner.
- 4) Schedule study sessions in block of 30 minutes to one hour and then take a break.
- 5) Check off Tasks on the Study Plan.
- 6) Stick to your Schedule!

Steps for Success

- Assess your coding skills and review basic ICD-10-CM and ICD-10-PCS coding principles. Utilize coding textbooks.

NOTE: If you have not been formally trained in ICD-10, you may want to purchase the AHIMA Training Manuals or ICD-10-CM/PCS Coding Textbook and start from the beginning.

- Review CPT Coding Textbook.

Steps for Success

- Review Coding Clinic, if available, and/or register for Free Webinars online.
- Review CPT Assistant Articles, if available.

NOTE: These are available on 3M and other Encoders.

Steps for Success

- Utilize CCS Exam Prep Books and take Practice Exams.
- Use the Self-Assessment Tool Available at the Workshop when taking Practice Exams.
- Adjust your Study Plan according to results of Practice Exams.

Steps for Success

- Knowledge of common MS-DRGS regarding which will be affected by comorbidities or complications (CCs).
- Understand how to determine principal diagnosis assignment according to the Standards of Ethical Coding.

Steps for Success

- Remember that your ICD-10 and CPT Codebooks are your best resource!
- They contain a wealth of information and guidelines to assist with code assignment.
- The Official ICD-10-CM and ICD-10-PCS Coding Guidelines are the “Bible” of Medical Coding.
- The CPT Codebook also contains instructions and notes throughout the text.

CCS Exam Allowable Code Books

All candidates are required to bring the following code books to the test center:

- REQUIRED:
 1. ICD-10-CM code book
 2. ICD-10-PCS code book
 3. CPT code book (AMA only)
- ***Please confirm (from the list on the next slide) the acceptable editions (Ex. 2015 or 2016) of your code books.***
- These materials may be spiral bound, softbound, compact softbound, in hard cover form or in a ring binder.
- Candidates who do not bring the correct codebooks to the test center will not be allowed to test and

CCS Exam Allowable Code Books

- The allowable codebooks (Updated March 5, 2016) are listed on the next slide and include the ICD-10-CM, ICD-10-PCS, and AMA CPT.
- We recommend that you use the same brand (if it is on the list) that you use at work since there is a certain level of comfort in using the same format that you are used to using at work.
- Only AMA CPT books are acceptable for the CCS Exam.

Note: Although not required, candidates may bring a medical dictionary to the test center.

Publisher	Versions Acceptable
AHIMA	Draft (2015) ICD-10-CM Code Book; ICD-10-PCS Code Book
AMA	The Complete Official Code Book The Complete Official Draft Code Book
AAPC	Complete Draft Code Set Complete Code Set
Channel	Enhanced Generic Annual Version Soft Cover Version
Decision Health	Expert for Hospital/Payers (CM) Expert (PCS)
Elsevier	Draft Edition
Optum Optum 360	ICD-10-PCS Draft Expert for Hospitals (CM)
PMIC	International Classification of Diseases 10 th Revision
The Coding Institute	2015 Complete Draft Code Set 2015 ICD-10-PCS 2016 Complete Code Set 2016 ICD-10-PCS Complete Code Set

CPT

Publisher	Version
AMA	2015 Deluxe Edition 2015 Professional Edition 2015 Standard Edition

Other Resources Recommended

- You may want to go to some of the online websites and purchase used books for studying:
- Anatomy & Physiology
- Pathophysiology
- Pharmacology
- Medical Terminology
- Coding Textbooks
- Health Information Related Textbooks
- Billing and Reimbursement Textbooks



Certified Coding Specialist (CCS) Exam Prep

- Certified Coding Specialist (CCS) Exam Prep – Sixth Edition
- ISBN: 978- 1584261094
- Key Features
 - Two complete practice exams based on and organized by the CCS competency statements and tasks
 - Inpatient and outpatient medical cases
 - Online assessment contains 260+ multiple choice and multiple select questions

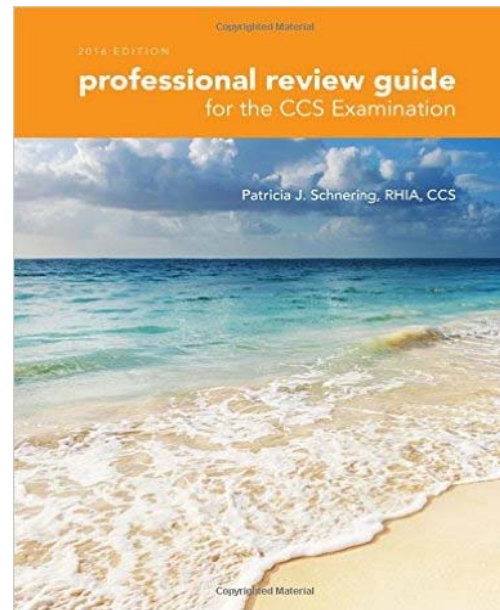


Recommended

PRG for the CCA

- Professional Review Guide (PRG) for the CCS Examination
- ISBN: 978-1305648579

NOTE: The PRG Books have the **same** coding questions for the CCA, CCS, CCS-P, RHIT, and the RHIA Exams.



PRG for the CCS

- Gives you practice interpreting documentation and applying your knowledge by assigning codes to diagnoses and procedures for a variety of patient settings.
- Content has been thoroughly updated with ICD-10-CM content to map to the latest AHIMA exam domains.
- Use the online quizzing tool to create quizzes, sort quiz content by subject area or domain, and set time limits for exams.

TIPS FOR SUCCESS

- Know when and where the test will be given, appear on time with any required materials (for example, valid identification and codebooks if allowed), and be ready to be tested.
- Please ensure that both forms of your identification meet the requirements posted on pearsonvue.com/ahima under “On Examination Day.”

TIPS FOR SUCCESS

- **Please ensure that both forms of your identification meet the requirements posted on www.pearsonvue.com/ahima under “On Examination Day.”**

NOTE: See Candidate Guide for list of acceptable Secondary IDs.



Primary Picture ID

Resources Available at Workshop

- Statements, Scenarios, and Cases to be coded at the workshop in order to reinforce code assignment referencing the Coding Guidelines.
- Tutorial on How to Interpret documentation and utilize Your Codebooks to full capacity.
- Handouts on non-coding topics listed on Exam Blueprint.
- Practice Mock Exam and Self-Assessment Tool to be used for future Mock Exams.
- Study Tool Development to meet your needs.

Contact Information

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