

Contains Time Sensitive Information – Please Read Immediately



**Important Information for
HCPro Certified Coder Boot Camp® ICD-10-CM & ICD-10-PCS Online Course
Participants**

2016 Version

Welcome to the HCPro **Certified Coder Boot Camp® ICD-10-CM & ICD-10-PCS Online!** Congratulations on your decision to further your education and work toward achieving your goal, be it professional coding certification or just improved coding skills. These next four weeks promise to be hard work, but at the end of the class, you'll find you're astounded at how much you've learned. Please read this document in its entirety right away to ensure you have everything you need before the start of class.

Contents

Online Portal Registration

How this Class Works

Certificate of Completion and CE credits

Coding Manuals

Technical Requirements and Assistance

Other Materials

Medical Terminology

Cancellation and Transfer Policy

Contact Information

FAQs

Online Portal Registration

Although you have already received an order confirmation, you will need to register on our online portal before the start of the class. This only takes a few minutes. You will soon receive an e-mail from HCPro with instructions on how to complete your registration one week prior to your class start date.

How this Class Works

The class is comprised of a combination of video-based lecture and exercises you'll do on your own. Throughout the four weeks, you'll meet our instructors via video. Complete biographies of the course instructors can be found in your course materials. You'll also be able to email our instructors any time by clicking on the "Ask a Question" link at the top of the portal page.

Contains Time Sensitive Information – Please Read Immediately

When it's time for you to get started, keep in mind you'll need space to open your coding manual(s). Turn off your cell phone, close out of your email, and try to let others know you'll be unavailable during the time you've set aside so that you can focus your energies on listening and watching the lessons.

Please keep in mind that the HCPro Certified Coder Boot Camp® ICD-10-CM and ICD-10-PCS Online is for individual use only. Participants are not permitted to share usernames and passwords or copy the workbook materials.

Three easy steps

In brief, here are the three steps you'll take:

1. **Click on the first lesson listed for the week.** During the lecture you will work exercises along with the video and at the end of some of the lectures you'll be given assignments. Please note that all lessons have accompanying PowerPoint presentations that you will find in the course materials section of the online portal.
2. **After you complete the assignments, watch the next video.** In that video, one of our instructors will go over the exercises you've just completed. After that, you can move on to the next module in the week. Please be sure to watch the video lectures and complete the exercises in the order you see them listed on the web portal and in the materials. Many of the lessons and practice exercises build on the previous sessions.
3. **Complete each week's videos, exercises, and practice exam questions.** Keep in mind that with our online boot camp, as with any class, you'll get out of the course what you put into it. To truly master the coding concepts covered in the course, it's crucial to complete all the exercises on your own before watching our instructors go over the answers. **The answer keys will be posted to the online portal.** It is helpful to print these answer keys and keep them with your materials in case you would like to reference any of the content after your access to the portal has closed.

Logging out: Each time you step away from the course for longer than a few minutes, be sure to log out of the portal. HCPro tracks the time you spend in each lesson to comply with the requirements of CE credit organizations.

Certificate of Completion and CE credits

When you're finished with the class, we'll ask you to complete an online quiz and evaluation of the course. Once you've successfully completed the quiz, a continuing education certificate will be emailed to you. CE credits from the AAPC are only available to students who earned their coding credential(s) prior to taking this course. The AAPC does not grant approval for activities completed prior to certification.

Contains Time Sensitive Information – Please Read Immediately

Coding Manuals

You will need a 2013, 2014, 2015 or 2016 ICD-10-CM for Hospitals manual to participate in the course. The current version of this manual can be purchased online at:

<http://hcmarketplace.com/icd-10-cm-expert-for-hospitals-draft-2016>

You will also need a 2013, 2014, 2015 or 2016 ICD-10-PCS manual to participate. The current version of this manual can be purchased online here:

<http://hcmarketplace.com/icd-10-pcs-expert>

Technical Requirements and Assistance

You will need a computer equipped with a Broadband Internet connection, a sound card, and speakers or headphones. You will need Macromedia Flash player Version 8.0 or higher, an Internet Browser (Internet Explorer version 7.0 or higher, Firefox version 3.0 or higher), and a recommended screen resolution of 1024 x 768. *The use of AOL or wireless Internet connections is not recommended.*

We advise that you take some time prior to the start of the course to visit the web portal test page to ensure that you will be able to view the course. To check your system, go to <http://conferencewebcasting.com/stream-test/>. If you have problems with either video or sound on the main page, please contact your IT department for assistance.

Other Materials

- A computer with speakers
- ICD-10-CM for Hospitals manual
- ICD-10-PCS manual
- Highlighters and sticky (i.e., Post-It) notes (to make tabs for your coding manuals)
- Note paper

Contains Time Sensitive Information – Please Read Immediately

Medical Terminology

If you do not already have a solid understanding of medical terminology, it is also strongly recommended that you complete a medical terminology self study course prior to the start of your Boot Camp. We can suggest the following workbook.

Workbook – *Medical Terminology for Health Professions, 7th Edition* by Ann Ehrlich and Carol L. Schroeder offers a comprehensive guide for the beginner. The ISBN number is 1133687318. The book is available on Amazon.com and may also be available from one of your local bookstores. Our course participants who do not have a strong background in medical terminology typically find this book extremely helpful.

Human Anatomy and Physiology

E-learning – HCPro's A&P E-Learning Series consists of 16 highly interactive courses that will accurately assess and educate coders whenever and wherever it's convenient. The courses are organized by body system to reach the deeper specificity necessary for ICD-10 coding. Included in the catalog is an individual course on medical terminology. For more information, [click here](#).

Cancellation and Transfer Policy

For our cancellation and transfer policy, visit our website at <http://hcprobootcamps.com/cancellation/>

Contact Information

If you have any question about the Boot Camp program, please contact:

Customer Service

Phone: (800) 780-0584

Fax: (800) 738-1553 fax

E-mail: bootcamps@hcpro.com

***Please read through the FAQs on the following page.
We Look Forward To Having You In Class!***

Contains Time Sensitive Information – Please Read Immediately

FAQs

How long do I have to complete the course?

Students have 60 days of access to the class. You must complete the course evaluation in order to get your continuing education/contact hour CEU certificate, so please be sure to complete the course before your access expires. Please refer to “Where is the course evaluation?” below for additional information.

Why does the course indicate “not started” even though I’ve completed the module?

You have to watch the entire video (through completion) or the server won’t update the status as “completed.” That said, the course should update when you log out and log back into the course because that clears your computer cache.

Why don’t the documents “progress” as I view them?

They don’t progress because they are PDF documents. These are for your personal benefit to assist your understanding of course materials. Completion of the exercises is not recorded by the system.

Is there a test I should take after each module?

The exercises are in the accompanying manual. Answers are located in the resource section of the course materials, are available for download on the portal and are reviewed by the instructors on the portal.

Where is the course evaluation?

The quiz and evaluation link is emailed to you after the fourth week of class. It is also posted in the resources section under the "**Courses**" tab on the portal. Check your spam filter if you don’t get the email and link. You need to successfully complete the quiz in order to receive the link for your CEU certificate (you will need to claim continuing education and/or contact hours credit).

How do I get my CEU certificate?

You need to complete the course quiz & evaluation. You will get an email with a link to your certificate. Please add slambert@hcpro.com to your address book/contact list/approved senders list to ensure receipt of your certificate.