

HCPro Boot Camps™

Please read the standard section below and be sure to select your title for additional information on each Boot Camp to ensure you have everything you need before you begin.

How this Class Works

Within 2-3 business days of purchase, you will receive a Welcome email with details on accessing your account and instructions on using the portal. If you have not received an email within 3 business days, please contact elarningsupport@hcpro.com or call HCPro customer service at (800) 650-6787. Check your junk folder or spam folder for this email depending on the email filter settings of your organization.

Boot Camps are made up of a series of modules. Take the modules in the order they appear, as concepts in early courses are built on as the series progresses. We have provided study guides and additional handouts (if applicable) in the Resources tab of each module. Print or download these resources at any time during your access. You may view the presentations more than once to help reinforce learning.

Take the final exam after completing all lessons; there is not an exam after each module.

Ask the Expert feature

Content-related questions can be sent through “Ask the Expert.” You will be able to use this feature at any time during your access to the course and will typically receive a response to your question within 2-3 business days. Please be sure to reference the module and slide title to help our experts better understand your question.

Note that problems with accessing the course and/or other technical issues should be submitted through: elarningsupport@hcpro.com.

Continuing Education

After you have completed all modules in the Boot Camp, take the Final Exam. This 40-question exam covers concepts from all lessons. **Successful completion of this exam and the course survey is required to receive your continuing education credits.** The link to the survey will be available on the passing screen of the Final Exam. DO NOT close out of the Final Exam before completing the survey.

After you have completed the survey, you will get an email with a link to your certificate. You may need to check your junk folder or spam folder for this email depending on the email filter settings of your organization. Keep this email for your records.

How long do I have to complete the course?

You'll have 60 days from your enrollment date to access and complete your Boot Camp (the enrollment date is the day you receive login information). Be sure to complete all lessons, pass the final exam, and download any desired materials during this time.

When it's time for you to get started...

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.

Required Materials & Additional Information

Please select the title of your Boot Camp for important information on required materials, resources, etc.:

[CDI and Quality Care Measures Boot Camp®](#)

[Certified Coder Boot Camp® – Inpatient](#)

[Certified Coder Boot Camp®](#)

[Clinical Documentation Improvement Boot Camp®](#)

[Mastering Clinical Concepts in CDI Boot Camp®](#)

[Risk Adjustment and Documentation and Coding Boot Camp®](#)

Technical Requirements

Using the most up-to-date software versions is recommended for viewing courses. The minimum system requirements are:

- Current version of Flash Player (<http://www.adobe.com/go/getflash>)
- Windows - Internet Explorer 10 or later, Firefox (latest version), Google Chrome (latest version), Opera 9.5 and later
- Macintosh - Safari (latest version), Firefox (latest version), Google Chrome (latest version)
- Mobile - Safari in Apple iOS 6 and later (performance may vary depending on hardware specs) *Note: Due to the length of these courses, mobile use is not recommended.*

Contact Information

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

Customer Service

Phone: (800) 650-6787

Fax: (800) 738-1553 fax

E-mail: bootcamps@hcpro.com

Please keep in mind that Boot Camps® are for individual use only. Participants are not permitted to share usernames and passwords or copy the materials.

CDI and Quality Care Measures Boot Camp Online | Mastering Clinical Concepts in CDI Boot Camp Online | Risk Adjustment Documentation and Coding Boot Camp Online

Other Materials

You'll be referencing your course books as you view the course content. Make sure you have the following available as you watch the courses, review the course material, and complete assignments.

- A computer with speakers or headphones
- Highlighter
- Note paper or sticky (i.e., Post-It) notes
- A current *ICD-10-CM Manual*
 - Volumes 1-3 i.e., hospital version is preferable for the *CDI and Quality Care Measures Boot Camp*

Certified Coder Boot Camp – Inpatient Online Version

Required Manuals

You will need ICD-10-CM and ICD-10-PCS manuals to participate in this course. To order a set of 2018 manuals from HCPro, please visit our website:

- 2018 ICD-10-CM for Hospitals: <http://hcmarketplace.com/2018-icd-10-cm-expert-for-hospitals-payers>
- 2018 ICD-10-PCS: <http://hcmarketplace.com/2018-icd-10-pcs-expert>

DRG Expert

As a part of this class, you will be working numerous in-class exercises based on real-life inpatient medical records. In addition to learning to code these records, you will also learn how to determine the proper DRG assignment for each case. In order to assign the DRGs, you will need a current version of the *DRG Expert* for class.

We recognize that most hospitals use a computer program to determine DRG assignment. However, we feel strongly that understanding the DRG system is an important skill for inpatient coders and that the best way to become proficient in DRG assignment is to work DRG assignment exercises using the hardcopy *DRG Expert*. The format of this class is designed for the course participants to manually assign ICD-10-CM diagnosis and procedure codes as well as DRGs. Encoders or other coding software will not be used in class.

To purchase a copy of the 2018 *DRG Expert* from HCPro, click here: <http://hcmarketplace.com/drg-expert>

If you do not already have a solid understanding of medical terminology, we strongly recommend that you complete a medical terminology self-study course prior to class. A good self-study program is *Medical Terminology for Health Professions*, 7th Edition by Ann Ehrlich and Carol L. Schroeder. The ISBN number is 1111543283. The book is available on <https://www.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.

Certified Coder Boot Camp® - Online

Coding Manuals

You will need a CPT 2018 Professional Edition, a 2018 ICD-10-CM manual, and a 2018 HCPCS Level II manual for the class. You'll also need these books if you plan on taking the CPC exam (see below for more information on how to register for the exam).

The "Standard" version of the CPT manual, *CPT Expert*, and *CPT Plus!* are **not acceptable** for the Boot Camp course. Neither *CPT Expert* nor *CPT Plus!* are accepted for the CPC exam.

Manuals are available on HCMarketplace.

- 2018 AMA's CPT Manual Professional Edition: <https://hcmarketplace.com/2018-cpt-pro>
- 2018 ICD-10-CM Expert for Physicians: <https://hcmarketplace.com/2018-icd-10-cm-expert-for-physicians>
- 2018 HCPCS Level II: <https://hcmarketplace.com/2018-hcpcs-level-ii-expert>

Other Materials

You'll be referencing more than one open manual and taking notes as you view the course content. Please keep in mind that you will ideally want to view the course in a location that will allow you ample space to conveniently access all your reference materials. Make sure you have the following available as you watch the presentations, review the course material, and complete assignments.

- A computer with speakers
- CPT Professional, ICD-10-CM and HCPCS Level II manuals
- Highlighters and sticky notes (to make tabs for your coding manuals)
- Note paper

The following other materials are optional, but may be helpful:

- A medical dictionary
- An anatomy book
- The AMA's *Principles of CPT Coding*

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 a couple of options depending on your needs.

HCPPro offers a basic overview of medical terminology and human anatomy. The materials are ideal for those who have a basic understanding but would like to brush up on their skills.

Anatomy & Physiology – HCPPro offers a library of e-learning courses on Anatomy and Physiology. The courses are ideal for those who have a basic understanding but would like to brush up on their skills: <https://hcmarketplace.com/essential-skills-anatomy-and-physiology>.

Preparing for the CPC® Exam

During class, the instructor will go over various tips and techniques for taking the CPC® exam.

The AAPC publishes a *CPC® Examination Study Guide*. If you are interested in the AAPC study guide, you may order a copy directly from the AAPC by calling 800-626-2633 or visiting <http://www.aapc.com/onlinestore/study-guides.aspx>.

Even if you work in a hospital setting (many of our course participants come from a hospital setting), we still strongly recommend that you register for the CPC® exam, not the COC (formerly the CPC-H®) exam. Both exams focus heavily on the CPT coding system. However, we consider the CPC® exam to be a more appropriate entry-level exam, even though it has a professional services orientation. This course focuses heavily on the CPT coding system as designed by the AMA, and has a professional services orientation. However, because outpatient hospital services are reported using the same coding systems (i.e., ICD-10-CM, CPT and HCPCS Level II) as are used for reporting professional services, much of the course is directly applicable to reporting outpatient hospital services.

We estimate that about 80% of the material tested on the COC exam is covered by this course. However, there are some COC topics (mostly billing-related topics) that are not covered by this course. These include topics such as the use of revenue codes and certain hospital-specific Medicare billing requirements. It would be virtually impossible to cover this additional material in one week and still fully cover the entire CPT coding system. For now, we recommend that you focus on CPT, HCPCS Level II and ICD-10-CM diagnosis coding and learn the other hospital-specific billing material later. If at some point you decide to also pursue COC certification, you can take the COC exam whenever your local AAPC chapter offers an exam administration (the COC and CPC exams may be administered together). The AAPC sells a COC Examination Study Guide that may be helpful for CPCs who want to also become COC certified.

You will notice that there is a two-year experience requirement to be eligible for the CPC® certification. If you do not have at least two years experience, you can still take the CPC® exam, however, you should apply for the exam as a CPC-Apprentice. If you pass the exam, the AAPC will award you the CPC-A® (CPC-Apprentice). Once you have the required experience, you may apply to the AAPC to have them convert your CPC-A® credential to CPC® (you will not have to retake the exam). For more information: https://www.aapc.com/certification/apprentice_status.aspx

Taking the Certification Exam with a Local AAPC Chapter

The AAPC has a very strong local chapter network. Most local chapters hold certification exam administrations on a regular basis. You should be able to find a local chapter exam administration in your area (or at least within driving distance).

To locate a local chapter exam administration in your area, search by state at: <https://www.aapc.com/certification/locate-examination.aspx>. If you have questions about registering or joining the AAPC, go to <https://www.aapc.com/> or call the AAPC at 800-626-2633.

Clinical Documentation Improvement Boot Camp

Other Materials

You'll be referencing your course books and *DRG Expert*® as you view the course content. Please keep in mind that you will ideally want to view the course in a location that will allow you ample space to conveniently access all your reference materials. Make sure you have the following available as you watch the courses, review the course material, and complete assignments.

- A computer with speakers or headphones
- A current *DRG Expert*®
 - *DRG Expert*® is published by Optum Coding. Please note there are slight page differences among the different versions. To order a *DRG Expert*® manual from HCPro, visit <http://hcmarketplace.com/drg-expert>.
- Highlighter
- Note paper or sticky notes

The following other materials are optional, but may be helpful (note: These are **NOT** required):

- **A Drug Reference Book:** Any drug reference book can be used for class
- A current *ICD-10-CM Manual*, Volumes 1-3, i.e., hospital version is preferable

CCDS Examination Information

The Association of Clinical Documentation Improvement Specialists (ACDIS) offers a certification for CDI specialists, the **Certified Clinical Documentation Specialist (CCDS)**. We recommend the CCDS exam for individuals who complete this boot camp and possess the criteria necessary to apply for certification. However, the course may not cover all the content areas tested on the exam. Please note this boot camp is NOT considered a prep course for the CCDS exam.

Consequently, depending on your background and experience, additional independent study and/or training may be required to pass the CCDS examination. To download the *CCDS Candidate Handbook* and view the prerequisites required to take the exam, or to download an application form, visit the ACDIS website at <https://acdis.org/certification>.