Welcome to the **CCDS Exam Prep Class Online**! Congratulations on your decision to further your education. Please read this document **in its entirety** to ensure you have everything you need before the start of the program.

**User Access**
Within 2-3 business days of your class start date, 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 by the Friday prior to your class start date, please contact elearningsupport@hcpro.com or call HCPro customer service at (800) 650-6787. You may need to check your junk folder or spam folder for this email depending on the email filter settings of your organization.

**Technical Requirements and Assistance**
Using the most up to date software versions is recommended for viewing course modules. The minimum system requirements are:

- Current version of Flash Player ([http://www.adobe.com/go/getflash](http://www.adobe.com/go/getflash))
- Windows - Internet Explorer 6 and later, Firefox 1.x and later, Google Chrome (latest version), Opera 9.5 and later
- Macintosh - Safari 3 and later, Firefox 1.x and later, 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.

**How this Class Works**
This library is made up of a series of modules designed by experts in the field. Instructors create, review, and update course content and scripts regularly. Take the course modules in the order they appear in the system (they are also listed numerically), as concepts in early courses are built on as the series progresses. The lessons consist of audio lectures, explanatory images, and Knowledge Checks to ensure learner understanding. We have also provided a study guide in the Resources tab in each course. Print or download this during your access period, if desired.

*Version 2017*
How long can I access the online training?
You will be able to access the online portal for your class sessions and materials for 60 days from the start date of the course. If you require additional access to the course following the initial 60 days, please contact HCPro Customer Service at (800) 650-6787.

*Please keep in mind that the CCDS Exam Prep Class Online is for individual use only. Participants are not permitted to share usernames and passwords or copy the course materials.*

Ask the Expert feature
Questions regarding the content of the courses and/or assistance with understanding the practice exercises can be obtained through the “Ask the Expert” feature located in the top right of each module. You will be able to use this feature at any time during your access to the course. You will typically receive a response to your question within 48 hours of submission. Please note that problems with accessing the course and/or other technical issues should not be submitted through “Ask the Expert.” Contact elearningsupport@hcpro.com for any technical issues.

If you have a question to specific content, please be sure to reference the course title, slide title, or Knowledge Check number to help our experts better understand your question.

Materials Needed for Class
You will need a copy of DRG Expert© for this training. You will also need this manual if you plan on taking the CCDS Exam. To purchase a copy of the 2017 DRG Expert from HCPRO, click here.

Please keep in mind that you will ideally want to view the modules 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©
- Highlighter
- Note paper or sticky notes

Will this class guarantee a passing score for the CCDS?
No. This class will assist you in your exam preparation. During the comprehensive review conducted in this class, you are likely to identify areas in which you need further study due to your experience level or the type of organization in which you work.

Version 2017
How does this class complement the exam?
The class follows the content outline of the exam, touching on the specific domains of learning that the exam assesses. It provides an overview of the topics relevant to CDI practice and CDI competency.

Does the class provide a practice exam?
Yes! Class attendees will receive access to the *CCDS Exam Study Guide* practice exam in the online format. In addition, there are Knowledge Check question found throughout the course to ensure student understanding; there is not a test after each module.

Are CEUs available for this course?
This class does not offer continuing education credits.

CCDS examination information
The Association of Clinical Documentation Improvement Specialists (ACDIS) offers a certification for CDI specialists, the **Certified Clinical Documentation Specialist (CCDS)**. The certification requires experience performing the duties of a CDI specialist so attending this class may not qualify you to sit for the exam if you are new to the field of CDI. 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 Application and view the prerequisites, visit the ACDIS website at [https://acdis.org/](https://acdis.org/)

Cancellation and Transfer Policy
For our cancellation and transfer policy, visit our website at [http://hcprobootcamps.com/cancellation/](http://hcprobootcamps.com/cancellation/)

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