CBCS Study Guide, Practice Test and Exam Common FAQs

Are coding manuals required with the CBCS exam?

Yes, all candidates taking the CBCS exam are required to bring the following coding manuals to their exam:

- **CPT Professional Edition**
- **HCPCS Level II**
- **ICD-10-CM**

No other manuals will be accepted. Candidates must bring the <u>hard copy</u> of the coding manuals; no digital versions will be allowed in the testing room. **Candidates who fail to bring the three coding manuals will not be permitted to take the exam and will forfeit their registration fee.**

What year/edition of the coding manuals will candidates need when a program overlaps into more than one calendar year?

Coding manuals are updated annually. Candidates must bring the correct edition of the manuals to the exam, in accordance with the following rules:

1) All exams taken before June 1st of each year should use the previous year's coding manuals.

2) All exams taken on or after June 1st of each year should use the <u>current</u> year's coding manuals.

3) **As an example, if the candidate takes the exam before June 1, 2022, he or she should use the 2021 edition. However, if the candidate takes the exam on or after June 1, 2022, he or she should use the <u>2022 </u>edition. This requirement will apply to future exams in subsequent years.**

4) If the candidate does not have the edition of the manual described in #3, he or she <u>may use the immediately preceding edition</u>. Older editions will not be accepted, and the candidate will not be admitted to the exam. Candidates should make every attempt to use the most current edition recommended in #3; outdated manuals may adversely affect the candidate's performance on the exam.

*Refer to the candidate handbook **for additional information.**

Can "Notes" be written in the Coding Manuals and still be used to sit for the exam?

YES. If candidates have handwritten notes on the pages of their coding manual, they can still bring the coding manual into the exam. Students will not be allowed to enter a test session with a coding manual that has additional inserted pages with handwritten notes. These will need to be removed from the coding manual before they sit for the exam.

Can "Tabs" be placed in the Coding Manuals and still be used to sit for the exam?

YES. If students have placed tabs on pages of their coding manual, they can still bring the coding manual into the exam.

Can the coding manuals be shared in class and then loaned out to sit for the exam?

YES. We know the coding manuals are expensive and want to accommodate learners sharing these resources (coding manuals). NHA will not require an institution or candidate to purchase their own set of coding manuals. That will be an institution policy or candidate decision, but a set of coding manuals will be required to sit for the exam.

Will students be able to use eBook coding manuals?

NO. Additional electronic devices are not allowed in the testing environment because they pose a security risk. Students should bring physical coding manuals when they sit for the exam.

Will the exam be updated with new codes to replace any deleted codes?

The exam will be reviewed annually and any questions that contain deleted codes or updated guidelines will be removed, and new questions & codes will be inserted and will always align to the new test plan.

- This will happen behind the scenes with no impact to the exam taker or institution.
- The updates (if required) will be effective June 1st each year.
- The new Test Plan "Exam Blueprint" will not change.

Where can I purchase coding manuals?

Publishers, online providers (such as Amazon, including Amazon student prime rental), or you may also find other options that are a better fit for your institution:

https://commerce.ama-assn.org/store/ui
https://www.amazon.com/stores/page/112D63A3-2DF2-490B-A8CA-79D03F0F0E99

What is the breakdown and number of questions on the exam regarding coding and coding guidelines (Domain 3)?

- Coding and Coding Guidelines will have **32 items** (questions) on the exam.

- To protect the integrity of the certification exam, NHA cannot provide visibility to the questions on the final exam.

DOMAIN	# of Items on Examination
1. The Revenue Cycle and Regulatory Compliance	15
2. Insurance Eligibility and Other Payer Requirements	20
3. Coding and Coding Guidelines	32
4. Billing and Reimbursement	33
TOTAL	**100**

Do current CBCS certification holders need to retest?

NO, the process to recertify has not changed.

Existing CBCS certification holders will <u>not</u> need to retake the exam.

Continuing education is how current CBCS certificate holders will renew their certification.

To renew certification, you must complete 10 hours of continuing education credits every two years. Refer to the NHA website for more information.

Will NHA offer the printed/paper version of the Study Guide?

YES.

What is the recommended learning time to be successful on the exam? How many classes do you recommend covering all this information (number of hours for instruction)?

The Implementation Guide has recommended guidelines to follow to ensure maximum learner success. However, it is up to each institution to set their course and program length.

The Implementation Guide will also suggest timing of the online practice tests available: Baseline Practice Test (1), Practice Tests (4), and the Final Practice Test (1).

Will it be better to have the Online Study Guide vs Printed Study Guide in terms of features such as Mentors, EHR Simulations, Professionalism Tips, etc.?

The Online Study Guide will have the interactive features such as Animated Video Mentors, EHR Simulations, Professionalism Tips Videos, etc. and provide a more engaging learning experience for your candidates. When the online study guide is available you can ask your certification specialist for a demonstration of the study resources and features.

What is the cost of the Exam, Study Guide, and Practice Tests?

NHA has not increased its price for CBCS. Reach out to your certification specialist to obtain pricing. There are individual prices and also a package price available.

Will students be required to have some A&P and Medical Terminology pre-training before working with the code sets?

That would be an institution/program policy/determination. All healthcare professionals are better served with some background/basic A&P and Medical Terminology. NHA offers both *Medical Terminology* and *Anatomy & Physiology Learning Resources* available as a separate product. You can reach out to your certification specialist for a demonstration of the study resources and features.

Will CBCS include pharmacology content?

No

Will there be any changes in the Analytics for CBCS?

No, PDF reports with individual and group performance metrics will be available.

Can NHA help me build partnerships with Employers of CBCS in my area?

Employers see credentialed candidates as more committed to their career and to excellence. At NHA we believe in always being industry advocates with a focus on recognition & the value of certification. NHA's Advocacy Team is excited to spread the news of our new CBCS exam with employers throughout the country and help you by building strategic partnerships between educators and employers.

Additional Resources

CBCS Test Plan

CBCS Crosswalk (comparison of the 2013 test plan to the 2020 test plan)

Have additional Questions?

Please reach out to your NHA Certification Specialist. NHA is here to help you.