

Test Taker and Candidate Hand Book



ICD-10 CODERS ACADEMY



Certified ICD-10 Analyst® is awarded to individuals who successfully pass the required assessment as set by ICD-10 Coders Academy and thereby demonstrate their knowledge of medical coding and billing, ICD-10-CM, ICD-10-PCS, and GEMs apart from accurate application of coding and billing guidelines.



Certified ICD-10 Consultant® is awarded to experienced professionals that pass the required assessment as set by ICD-10 Coders Academy and thereby demonstrate their ability to lead ICD-10 implementation project. A Certified ICD-10 Consultant® possesses skill, knowledge, and proficiency of medical coding and billing, ICD-10-CM, ICD-10-PCS, GEMs, HL7 Basics, HIPAA 5010, and Regulatory Compliance framework.

Please call 1-888-ICD10HELP for any questions

Dear Test Taker,

Congratulations on your decision to earn a credential through ICD-10 Coders Academy. You have taken the first step to becoming recognized for your experience and expertise in ICD-10 domain.

ICD-10 implementation is a comprehensive project that requires the skills of ICD-10 SMEs (Subject Matter Experts). ICD-10 Coders Academy, with a mission to make ICD-10 Implementation easy will be providing ICD-10 Implementation Tools, Guides, Training and Certification.

Organizations that employ professionals certified through ICA can expect the highest levels of competency. The ability to adhere to industry standards and regulations is demonstrated through attaining credentials. Certified professionals are leaders in healthcare revenue cycle management thereby displaying a commitment to the industry, their colleagues, and patients.

Certifications offered by ICD-10 Coders Academy are achieved through successful completion of an eligibility application and examination process. A credential offered by ICD-10 Coders Academy symbolizes a combination of education, experience, and performance on proctored, computer-based onsite certification exams.

When you successfully pass a certification exam, you're considered certified. To maintain the certification over subsequent years, you have to study for and take interim exams that test your knowledge of ICD-10 code updates.

Certification Handbook describes the benefits of certification and a Test Taker Handbook describes the application criteria, steps, and deadlines.

Please email exams@icd10codersacademy.com for any questions about these materials.

Thank you for your interest, and we wish you success.

Sincerely,

Testing Support Team

ICD-10 Coders Academy

How to use this Handbook

This guide summarizes key aspects of ICD-10 Coders Academy credential programs and is intended to help you understand policies and procedures and the steps to earning the credentials.

This handbook includes information about

- Eligibility qualification
- How to apply for certification
- How to schedule examination
- What to expect at the examination center
- Points to remember while writing examination
- What to expect after completing the examination
- Maintaining the certification

We suggest Test Takers to go through this handbook and make a note on important points mentioned about certification and examination. In case any of your query or question is unanswered in this handbook or you need any help for your certification and examination, please e-mail or contact us as mentioned below:

Contact Information - E-mail: info@icd10codersacademy.com

Certification - E-mail: certification@icd10codersacademy.com

Training - E-mail: training@icd10codersacademy.com

Examination E-mail: exams@icd10codersacademy.com

Address

ICD-10 Coders Academy, LLC
5401 S. Kirkman Avenue Suite 310
Orlando, Florida 32819
Helpline: **1-888-ICD10-HELP**
Contact Number: **1-321-332-0766**
Fax Number: **1-888-786-8611**

About ICD-10 Coders Academy

ICD-10 Coders Academy LLC, based out of Orlando, FL., is the one of the first **organization** to provide credential program in field of ICD-10. Established by industry experts with vast knowledge and expertise in the field of medical coding and billing, ICD-10 Coders Academy strives to provide cost-effective credential program for ICD-10.

Certifications Offered:

Certified ICD-10 Analyst®

Certified ICD-10 Consultant®

Purpose of the Certification

The purpose of the Certified ICD-10 Analyst® & Certified ICD-10 Consultant® credentials is to:

- Establish a recognized standard of knowledge and competency for the medical coding and billing professionals as per ICD-10 coding environment
- Formally recognize those who meet the qualifying standards of ICD-10 Coders Academy
- Provide a tool to identify skilled, knowledgeable ICD-10 professionals.
- Support the benefits of professional continuing education and development.

Statement of Non-Discrimination

ICD-10 Coders Academy endorses the principles of equal opportunity. Eligibility criteria for examination and certification to become a Certificate Holder from ICD-10 Coders Academy are applied equally to all individuals regardless of age, race, religion, gender, national origin, veteran status, or disability.

How the ICD-10 Coders Academy Credential Program was developed

The ICD-10 Coders Academy credential programs are developed by a team of physicians and experienced healthcare revenue cycle managements professionals to evaluate knowledge of a Test Taker's knowledge and application of ICD-10, keeping in view the competencies that professional should possess.

ICD-10 Coders Academy has partnered with Kryterion Testing Services, a professional testing company, to conduct computer-based onsite proctored examination at more than 550 testing centers.

The eligibility requirements, study materials, and examination for the certifications are developed by professionals based on a thorough study of the knowledge required by professionals for ICD-10 implementation. A panel of expert advisors reviewed the results of the study and identified the scope of certification examination, thus ensuring that the content of study guide and questions for certificate examinations reflect the proficiency of passing Test Taker.

The examination question pool will be continually updated to reflect updated ICD-10 coding convention. Both the certification examinations have been designed to meet examination industry standards for validity and reliability. The activities related to the ICD-10 Coders Academy Credential Programs are organized and overseen by our Advisory Board.

Purpose of the ICD-10 Certificate Program:

- Establish the body of knowledge in the field of ICD-10 Implementation
- Assess the level of knowledge demonstrated by professionals in a valid and reliable manner
- Encourage professional growth in the field
- Recognize individuals who meet the requirements set by ICD-10 Coders Academy

Benefit of Certification

Certification is a mean for establishing that a certified professional possesses the knowledge and skill necessary for implementation and able to perform assigned task effectively and efficiently. It marks a professional as an exceptional individual in his/her field.

Certifications can help employers match job requirements with a Test Taker's qualifications. Quite simply, the certifications you hold can be the difference between you and a lesser-qualified Test Taker. Certificates give students an overall job and confidence boost, by bringing more responsibilities, better career mobility and recognized expertise.

The fact that one holds a certification also tells employers that they have hired a knowledgeable and productive individual. It demonstrates that one honors commitment and follow-through, two traits that employers recognize and appreciate. It shows that one possesses the determination and skills to complete a challenging program, revealing highly prized traits of self-discipline and problem solving. By completing a certification program, one can acquire new knowledge and skills, enabling one to get up-to-speed rapidly when change occurs.

Studies have shown that certified professionals are more productive in their work. Because of their knowledge and skills, access to special resources, and problem-solving abilities, certified employees are able to implement solutions more quickly and with fewer problems than their noncertified counterparts.

Benefits of certification for employers include assurance of knowledge, increased productivity, enhanced professionalism, less training time needed to bring employees come up the curve, and prepare them for bigger role in future.

Examination Development

The examination is developed to assess the competencies of individual appearing for it. Examination is constructed through the coordinated efforts of the subject matter experts and examination developers who provided information on the measurement characteristics of the examination. In order to maintain the relevancy of the examination, question bank development is an ongoing process.

Certification Overview

Certified ICD-10 Analyst®

This credential is intended to be a preferred tool for assessment of competency for ICD-10 coding and implementation. Certification exam for Certified ICD-10 Analyst® is intended to be a preferred tool for assessment of competency for ICD-10 coding and implementation. Most professionals who acquire this certification are planning to participate in migration and implementation projects at various settings and levels.

Here are the details:

\$299 Fees	80 multiple choice questions (proctored)
One point per question	No negative marking for wrong answer
180 minutes (includes breaks)	Open code book (ICD-10 coding manuals)
70% passing percentage	\$135 for retake (only processing fees)

Topic	Points
Medical Coding and Billing Basics	10
ICD-10-CM	30
ICD-10-PCS	30
GEMs	10

Certified ICD-10 Consultant®

Certified ICD-10 Consultant® is an advancement from the Certified ICD-10 Analyst® and is a preferred tool to assess specialization in the field of ICD-10 migration and implementation. Typically, professionals who earn this certification are planning to lead ICD-10 implementation teams across various settings.

Here are the details:

\$299 fees	80 multiple choice questions (proctored)
One mark per question	No negative marking for wrong answer
180 minutes (includes breaks)	Open code book (ICD-10 coding manuals)
70% passing percentage	\$135 for retake (only processing fees)

Topic	Points
Medical Coding & Billing Basics	10
ICD-10-CM	15
ICD-10-PCS	20
GEMs	5
HIPAA 5010	10
HL7 Basics	10
Regulatory Compliance Framework	10

Signing up for Certification Exam

ICA Certification Exams are proctored and available on Kryterion's global network of High-stakes Online Secured Testing (HOST) Locations. Kryterion's rapidly expanding network of proctored HOST Locations ensures that exams are conducted in a highly secure environment under strict invigilation.

A certification Test Taker can take the computer-based onsite proctored exams at over 550 locations throughout the world. To register for a certification exam, please follow the steps:

1. Purchase the Certification Exam of your choice and complete the documentation required for Certification Exam. E-mail the duly completed documentation to info@icd10codersacademy.com or fax to 1-888-786-8611
2. You will receive a Certification Exam voucher. Now register as a Test Taker in this page <https://www.webassessor.com/wa.do?page=createAccount&branding=ICA> and register and schedule for the exam using the Certification Exam voucher
3. Once your registration and scheduling is complete, you will receive an e-mail confirmation, which includes the details of your registration, including your Test Taker Authorization Code which you will need to bring with you to the HOST Location. The e-mail also includes the HOST Location address and the date and time of your test session.

If you need to make any changes to your test session schedule, you should contact Testing Support Team at ICD-10 Coders Academy exams@icd10codersacademy.com.

Examination Fees

The fee for any ICA Certification Exam is \$299 (Members) and \$368 (Non-Members)

Certification Value Pack

If you have enrolled for Certification Value Pack, then you do not need pay any fees towards your proctored certification exam (first attempt only).

Study materials allowed for examination

ICD-10-CM Manual (Any Publisher) Current Edition

ICD-10-PCS Manual (Any Publisher) Current Edition

No reference or study material may be brought in to the examination room. Coding manuals with tabs, handwritten notations or comments are allowed.

Test Takers who report to the test center with incorrect code books (i.e. Incorrect version, books not on the list of allowable code books) will not be permitted to test and shall forfeit their exam application fee.

Eligibility Requirements

Certified ICD-10 Analyst®

- Must have a high school diploma but an associate's degree is highly recommended
- Test Takers are required to have a current Membership with ICA

Certified ICD-10 Consultant®

- Must have a high school diploma but an associate's degree is highly recommended
- Test Takers are required to have a current Membership with ICA
- Mandatory coding/healthcare IT/healthcare experience of at least two years for Certified ICD-10 Consultant® examination

How to prepare for the Examination

ICD-10 Coders Academy offers the following suggestions for preparing for its certification examinations.

Test Takers must go through ICA ICD-10 Official Study Guide provided by ICD-10 Coders Academy, also practice on ICD10MadeEasy for better understating of ICD-10 coding conventions, practice and reverse mapping from ICD-9 to ICD-10.

Test Takers should plan their studies based on the examination outline. For examples, for areas you have good understanding, you may need to do a quick review, whereas areas in which you are less familiar, you may need to devote more time and pay more attention to prepare for the examination.

When planning your studying, you should also keep in mind the number of questions from each topic, in case you are not familiar with the content area that will include a significant portion of the examination questions, you probably should spend additional time studying those topics.

There are many resources available to Test Taker to prepare for the examination, it is advisable for Test Takers to go through them to increase and improve their knowledge.

ICA ICD-10 Official Study Guide

The Study Guide, available for all Members at no cost, provided by ICD-10 Coders Academy is concise yet detailed guide to preparing oneself for the certification. This list is intended for use as a study aid only. The ICD-10 Coders Academy does not intend the study guide to imply endorsement of these specific references, nor are the test questions necessarily taken from this source.

Certification Process

To obtain the certification, Test Taker needs to successfully pass the computer-based onsite proctor examination. Certification examination can be scheduled any time during the year. If a Test Taker does not pass the examination during the first attempt, they have opportunity to one retake at \$135 (only processing fee) and appear for the examination again.

Certification Maintenance

When you successfully pass a certification exam, you're considered certified. To maintain the certification over subsequent years, you have to study for and take interim exams that test your knowledge of updated ICD-10 codes and guidelines. You'll be notified when these tests become available. Maintaining your certification requires a yearly maintenance fee of \$229 which includes your Membership cost of \$69.

Scoring Information

The passing score is determined by ICD-10 Coders Academy Advisory Council consist of experienced professionals to ensure the validity and reliability of the examination. The standard is the basic knowledge level than can reasonably be expected of individuals with basic competence about ICD-10 coding conventions. Test Takers will not be measured against the performance of other Test Takers taking the examination. All questions in the examination are developed, tested, and approved by ICD-10 Coders Academy Advisory Council, to ensure that the ambiguity is eliminated from examination questions, and the questions address concepts apposite for Test Takers for the examination and establish the reliability of certification.

Examination Results

Test Taker will receive their test score immediately upon completion of their examination and also receive an e-mail from ICD-10 Coders Academy within one week from the date of examination about the result of examination, score report, how they performed on the examination as a whole, performance on each section of examination. Results are formulated using preset criteria by ICD-10 Coders Academy to ensure validity and reliability.

The scores represent the percentage of questions answered correctly for each section (out of number of questions in each section) and are provided to assist Test Takers in determining how well they scored in each section as well as what areas Test Takers need to focus more.

To ensure the confidentiality of examination results, actual scores will not be released to via telephone, fax or by e-mail to any one except the Test Taker. Scores will not be sent to employers, school, or any other institution under any circumstances. Names of the Test Takers who do not pass the examination are confidential and not revealed under any circumstances, except by legal compulsory process.

Special Needs

All of our HOST Locations are required to abide by federal and local laws that require reasonable accommodations for an individual with a disability in job-related test situations (i.e. The American Disabilities Act). If you have a special need, please email Testing Support Team support@icd10codersacademy.com to register for your exam. You may be required to submit a form that identifies your limitations and the supportive resource you are requesting. If the accommodation is approved, we will notify Kryterion who will make special arrangements at the HOST Location closest to you.

Examination Information

Identification Required to appear for Examination

In order to be admitted for testing, you must have two forms of identification; one must be a photo ID. Acceptable forms of photo ID include: State issued driver's license, passport, military identification, an employee identification card or a student picture ID from an accredited college or university.

The following forms of non-photo ID are acceptable: credit card, check cashing card or a bank debit card. A social security card is not an acceptable form of identification. If you have any doubts regarding acceptable forms of ID, please email info@icd10codersacademy.com.

Without acceptable forms of ID, Test Taker/s will not be allowed to appear test and shall/will forfeit the application fee.

Examination Rule:

Test Area Admission

Certified Proctor shall only permit people actively taking a test into the testing area. Anyone accompanying you must wait in the lobby area of the HOST location. Unaccompanied children are prohibited from waiting in the testing or lobby area.

Personal items may not be accessed during the test session. Personal items include: bags, wallets, purses, briefcases, watches, books, beepers, cell phones, palm pilots and calculators. You should, however, keep your identification with you at all times.

No tobacco products, food, drink, or chewing gum are allowed in the testing area.

Before the test session

When you arrive at the HOST Location for your test session, present your proctor with the Test Taker Authorization Code you received in your registration confirmation email.

You are required to bring two forms of identification with you to the HOST Location, which your proctor verifies and records. The proctor hands you a document to read in the waiting room while they load your exam in the testing area. This document prepares you for your test session.

Once your test has loaded, your proctor shows you where the restrooms are, stores your personal belongings in a secure compartment, provides you with any test aids permitted by your Test Sponsor, and answers any test session questions you may have.

You may then begin your test. The test engine provides you with detailed instructions on how to take the exam and walks you through each step of the process.

When finished, you are prompted to notify your proctor that you have completed the test. The proctor will then close your test session.

For all of ICA certification exams, results are displayed immediately after submission of the exam and feedback and results are sent to you via email shortly.

During the test session

Do not attempt to browse outside your testing window or access the Internet. This will cause your session to log out and a restart by your proctor will be required.

Do not click the “**Submit**” button until you have completed the Entire test.

It is not recommended that you take a break during the testing session. If you must take a break, the clock will continue to run, decreasing the amount of time you have to complete the test. Total test time of 180 minutes is inclusive of break time.

If you choose to take a break, you must notify the proctor. Proctor will terminate your examination if you leave the testing area without notify your proctor. You are not allowed to access your personal belongings during a break.

Test taker misconduct

If you engage in any of the misconduct behaviors described below, your proctor will ask you to leave the testing area and will terminate your test.

1. Giving or receiving assistance of any kind, to or from another test taker, during the test session.
2. Using any test aids not permitted by ICA (e.g. study guide, calculator etc)
3. Attempting to take the test for another person.
4. Talking, except to your proctor, in the test area during the test session.
5. Accessing personal items during the test session (e.g. cell phones, PDAs, etc).

Reasons to notify your proctor

1. Loss of internet connection.
2. Technical problems with the testing software.
3. Need to leave the testing area.
4. Disruptive behavior from other test takers.
5. Uncomfortable testing environment (e.g. too noisy - If the environment is too noisy, please ask the proctor for ear muffs/earphones).

Note: Once you have begun your test session, the proctor cannot answer any questions regarding the test questions or the test itself.

After you have submitted your test:

1. Webassessor will prompt you to ask your proctor to end your test session.
2. Once you submit your test, Webassessor will not permit you to make changes to your responses.
3. Test Taker will receive their test score immediately upon completion of their examination and also receive an e-mail confirmation from ICD-10 Coders Academy about the test score.
4. Test Taker may not use any computer at the test location to access email.

Please let the proctor know if you have any questions before you begin your test session.

Special Circumstances and Fee

Cancellation / Fee Refund

The examination fee is refundable (minus a \$75.00 processing fee) if Test Taker notifies ICD-10 Coders Academy of his/her cancellation and refund request via email at least 72 hours prior to the examination date. Test Taker who does not notify or request for refund and does not appear for examination forfeits full fees.

No-Show

In case, Test Taker is not able to appear for the examination on scheduled date and time, the same should be conveyed to ICA immediately. If no information given, Test Taker has to sign up again for the examination at a later date and has to pay examination fees of \$135.

Examination Cancellation/ Reschedule

To cancel and reschedule the examination, Test Taker has to inform ICA 72 hours in advance to make new arrangements.

Extreme Circumstances/No Fee Penalty

If a Test Taker has missed the examination due to emergency or hardship such as serious illness of either the Test Taker or an immediate family member; death in the immediate family; disabling traffic accident; court appearance or jury duty; or military duty, he or she will be permitted to reschedule the examinations at no additional charge as long as the following requirement is met:

Test Taker submits written verification and supporting documentation of the situation to ICD-10 Coders Academy within 15 days of the original examination date.

If such a request is not made, the Test Taker will forfeit the full examination fee. To apply for a future date, the Test Taker must buy a new Certification Exam; pay applicable fees of \$299 at the time of reapplication.

Dismissal

Any Test Taker who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his/her current examination fee and /or period of eligibility. Online proctors are authorized to take immediate, appropriate measures against Test Takers who are caught violating testing rules. The Test Taker is entitled to appeal the dismissal determination.

Unforeseen Emergencies

If any Test Taker is unable to take up examination on a designated exam date because of unforeseen emergencies beyond control of the Test Taker as determined by ICD-10 Coders Academy at its own discretion, the Test Taker will be allowed to take the examination at a future date without being charged a re-examination fee.

If for any reason, the exam is unable to be administered, then the examination will be rescheduled within a reasonable period of time. Test Takers may take the examination at the next administration without being charged a reexamination fee. Test Takers will be responsible for their own associated expenses for future testing.

Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be addressed to the onsite proctor. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by ICD-10 Coders Academy.

Handling of Tests

ICD-10 Coders Academy will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case in which the tests results become lost or unavailable, Test Takers will be required to undergo re-testing, without being charged a re-examination fee.

Feedback

Feedback on Testing Experience After completing the examination. Test Takers will be asked to complete a short evaluation of the testing experience. Comments will be reviewed, but responses to individual Test Takers will not be provided

Notification of Results

For all of ICA certification exams, results are displayed immediately after submission of the exam and feedback and results are sent to you via email within a week of completion of the exam.

Retesting

In the event that a Test Taker fails his or her first attempt to pass the certification test, ICD-10 Coders Academy requires a waiting period of at least **90 days** between the first and second attempt to pass that same test.

Test Takers unsuccessful on the examination are permitted a retake at **\$135** (only processing fees) for the next exam administration. However, for the applicant's third attempt, full examination fees have to be paid in full.

Appeals Policy

Test Takers may appeal the results of eligibility determination or the any query related to examination within 15 days of the date of the results. Test Taker needs to send e-mail at exams@icd10codersacademy.com

After Successful Completion

Upon passing the certification exam, you will receive a congratulatory email. The following will be included in this email:

1. Passing Score
2. Credential Anniversary Date (The date you passed the exam).
3. Notice of listing on ICD-10-Coders Academy Certified List

Successful Test Takers will receive the numbered certificate that is suitable for framing with scores within 6-8 weeks. The Test Taker's name will appear on the certificate exactly as completed on the Online Registration at WebAssessor.com.

Individuals seeking a replacement certificate because the original was lost, stolen, destroyed, or the name on the certificate has changed, are required to contact our Testing Support Team at support@icd10codersacademy.com.

Appropriate Use of the Certification

Successful Test Takers are only allowed to use the credential they have earned by passing the relevant exam (i.e., Certified ICD-10 Analyst[®], Certified ICD-10 Consultant[®]). You may represent yourself with the earned credential from ICA as long as you continue to maintain your certification status according to the ICD-10 coders Academy requirements.

Inappropriate/Improper Use

The following are construed as inappropriate/improper use of the credential earned:

Registered ICD-10 Analyst

Registered ICD-10 Consultant

Licensed ICD-10 Analyst

Licensed ICD-10 Consultant

Suspension of Certification

Should the certification be suspended or withdrawn for any reason, the individual must immediately cease the use of the certification designation and acronym on stationary, websites, business cards, and any and all promotional materials. Questions regarding the use of certification designation should be emailed to exams@icd10codersacademy.com

Copyright Information

All proprietary rights to ICA certification examinations, including copyright, are held by ICD-10 Coders Academy. In order to protect the validity of the scores reported, Test Takers must adhere to strict guidelines regarding proper conduct in handling these copyrighted proprietary materials. The law strictly prohibits any attempt to reproduce all or part of the ICA certification exams, Test Taker handbook, ICA ICD-10 Official Study Guides or any other material published on ICD-10 Coders Academy. Such attempts may include, but are not limited to: removing materials from the testing room; aiding others by any means in reconstructing any portion of the examination; and selling, distributing, receiving, or having unauthorized possession of any portion of the examination. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should be noted that examination scores might become invalid in the event of this type of suspected breach. Permanent revocation of certification may occur if allegations are substantiated.

Test Taker Rights

1. Be informed of your rights and responsibilities as a test taker.
2. Be treated with courtesy, respect, and impartiality, regardless of your age, disability, ethnicity, gender, national origin, religion, sexual orientation, or other personal characteristics.
3. Be tested with measures that meet professional standards and that are appropriate, given the manner in which the test results will be used.
4. Receive written explanation prior to testing about the purpose(s) for testing, the kind(s) of tests to be used, if the results will be reported to you or to others, and the planned use(s) of the results. If you have a disability, you have the right to inquire and receive information about testing accommodation.
5. Know in advance of testing when the test will be administered, if and when test results will be available to you, and if you are expected to pay a fee for testing services.
6. Have your test administered and your test results interpreted by appropriately trained individuals who follow a professional code of ethics.
7. Know the consequences of taking or not taking the test, fully completing the test, or canceling the scores. You may need to ask questions to learn these consequences.
8. Receive a written explanation of your test results within a reasonable amount of time after testing and in commonly understood terms.
9. Have your test results kept confidential to the extent allowed by law.
10. Present concerns about the testing process or your results, and receive information about procedures that will be used to address such concerns.

Test Taker Responsibilities

It is the responsibility of the Test Taker to read the entire content of this Handbook before applying for the examination. This Guide contains current information about the policies and procedure of ICD-10 Coders Academy certification program.

1. Read or listen to your rights and responsibilities as a test taker.
2. Treat others with courtesy and respect during the testing process.
3. Ask questions prior to testing if you are uncertain about why the test is being given, how it will be given, what you will be asked to do, and what will be done with the results.
4. Read or listen to descriptive information in advance of testing and listen carefully to all test instructions. You should inform ICD-10 Coders Academy before scheduling your test if you wish to receive a testing accommodation, or if you have a physical condition or illness that may interfere with your performance on the test.
5. Know when and where the examination will be held, pay for the examination if required, appear on time with any required materials (for example, valid identification and codebooks, if allowed), and be ready to take examination.
6. Follow the test instructions you are given and represent yourself honestly during the testing.
7. Be familiar with and accept the consequences of not taking the test, should you choose not to take the test.
8. Inform appropriate person(s) (as specified to you by ICD-10 Coders Academy responsible for testing) if you believe that testing conditions affected your results.
9. Ask about the confidentiality of your test results, if this aspect concerns you.
10. Present concerns, if you have any, about the testing process or results in a timely, respectful way.
11. It is the responsibility of the Test Taker to know of all deadlines associated with the certification process.

Examination Preparation

ICD-10 Coders Academy offers the following suggestion to prepare for the examination:

- Plan your studies based on the examination outline, the content areas you have a good understanding of and use every day, you may only need to do a quick review to prepare for examination, whereas in areas in which you are less familiar, you may decide that you need more in-depth studying or training.
- Go through the study guide thoroughly for preparing for the examination, it must be noted that the study guide is but one resource and should not be only approach studying holistically, Test Takers can refer other coding manuals and material to prepare for the examination.
- Time your test, you may not time your test first, but eventually use a watch to time your test, so that while appearing for the examination you should not run out of time halfway through your exam.
- In case you have any clarification or need help in preparing for the examination, please take help of our experts. You can e-mail at exams@icd10codersacademy.com
- It is advisable not mandatory to find a study group for peer to peer learning.
- Don't try to do too much in a limited time, study at your own pace and try to understand the concept first of the new coding conventions.
- Make a note of important point go through it before the examination.

Principles of Conduct

The Principles of Conduct are intended to serve as a framework within which professionals certified with ICD-10 Coders Academy perform their duties and to serve as a foundation upon which professionalism in the field of Healthcare Information Management can be promoted. These Principles of Conduct promote and maintain the highest standards of service and personal conduct. Adherence to these standards is expected to assure public confidence in the integrity and service of patient access professionals.

- Work with honor and dignity to myself, the profession and the Association
- Refuse to participate in or conceal unethical practices or procedures in the professional relationship with individuals or organizations
- Collaborate and cooperate with other health professions and organizations for the successful ICD-10 Implementation
- Strive to increase the profession's body of systematic knowledge and individual competency through continued self-improvement
- Represent truthfully and accurately professional credentials, education, and experience in any official transaction or notice, including other positions and duality of interest.