

CERTIFIED CODING PROFESSIONAL - AUDIT SPECIALIST (CCP-AS) Certification Program

This audit specialist certification course (CCP-AS) has been designed as an extension of the CCP credential. Upon completion of the CCP course and successfully passing our national certification exam for physician coders, the Certified Coding Professional may take this course to obtain an additional certification as an Audit Specialist. A Certified Coding Professional – Audit Specialist (CCP-AS) will have completed the course materials provided in the outline as well as pass our national certification examination specific to chart auditing. This course is also available to those who are already certified through another reputable credentialing organization. (See prerequisites below). This online 24/7 certification class is the only Audit Specialist course of its kind as this has been developed and is maintained by ©PHIA - Professional Healthcare Institute of America™.

This **6 week course** is available **on-line** in an audio/video streamed format. Here is how it works:

- The student listens to the lecture while watching the animated full-color format.
- When prompted by the instructor, the student follows along with the written material and completes exercises as if they were sitting in a physical classroom.
- Students may go back and review a lesson as many times as is needed in order to fully understand it.
- Students must complete assignments within the week and successfully pass a quiz in order to move on to the next week's lesson.
- Tests are graded immediately and you may view your student grade report any time.
- Each student will be assigned to a Faculty Advisor who is certified in coding for additional help if needed and to make sure the student is keeping up with the class.

Prerequisites:

- ◆ Must be a current certified coder in good standing with PHIA or another reputable credentialing organization. Call 502.473.8806 or 866.473.3036 or email us contactus@phia.com for listing.
- ◆ If you are certified through another organization you must also hold a current PHIA membership in order to take this course. PHIA membership fee is \$95
- ◆ A solid understanding of the E/M Documentation Guidelines is crucial to the successful completion of this CCP-AS certification course. The CCP-AS course has been set up for the experienced certified coder who currently performs audits, has performed them in the past or has the strong desire to learn more about this process.

* If you do not audit on a daily basis or have been away from this type of coding for a while you may need a refresher in E/M Documentation Guidelines. To aid in your success of the CCP-AS course we offer an E/M Documentation Guidelines CD (\$149 + tax/shipping/handling). This will provide you with detailed information regarding E/M Documentation Guidelines.

Annual CEU Requirements: Six CEU's specific to auditing are required to maintain the CCP-AS credential in addition to the 16 CEU's required to maintain the CCP credential.



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Course Fee* – \$849 includes CCP-AS course textbook and CCP-AS certification exam (members receive 10% off)

Registration Fee \$40 (If this is the first course you've taken with PHIA there is a one time, non-refundable fee)

* Current versions of CPT, ICD-9 and/or HCPCS coding books may be needed for the course but are not included in the course fee. As a PHIA member you can purchase these at a savings of 15% off retail.

Once you have completed and passed the **CCP-AS course** you are eligible to sit for our national **CCP-AS certification exam**.

OUT OF AREA STUDENTS:

Once you have completed and passed the **CCP-AS course** you are eligible to sit for our national **CCP-AS certification exam**. The **certification exam** must be taken at a licensed proctoring facility in your area. **You** will need to make arrangements to sit for your certification examination with a licensed proctoring facility in your area (i.e., Library, Local Medical Society, etc.) and most will do this for free or nominal fee.

Please notify your faculty advisor at PHIA once a site has been secured and you will be provided with a form entitled "Certification Examination Guidelines for Out of State Students". This will need to be completed by your proctor and mailed/faxed back to your faculty advisor for processing. Once the information on the form has been verified by PHIA the exam will be sent directly to the proctor, complete with instructions. You will be responsible for the postage required to send the exam back to PHIA for grading.

CCP-AS COURSE START DATES FOR 2012

January 2nd	February 6th	March 5th	April 2nd	May 7th	June 4th
July 2nd	August 6th	September 3rd	October 1st	November 5th	December 3rd

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(CCP-AS)
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- Weeks One & Two** – Orientation and Review
Review of Documentation Guidelines
Review of E/M Section of CPT
Review History, Exam and Medical Decision Making
When Time is considered the KEY Component in choosing a level of E/M
Critical Care
Consultations
Preventive Medicine
- Week Three** - Begin the Auditing Process
Hands on Chart Auditing
- Week Four** – Hands on Chart Auditing
Auditing for Medical Specialties
- Week Five** – Preparing a Chart Audit Report
Present Chart Audit Findings
- Week Six** – Student presentation of Sample Chart Audit, Chart Audit Report and Findings
- CCP-AS Practice Exam Review**
CCP-AS Practice Exam

