

Professional Review Guide for the CCS-P Examination 2009 Edition

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Introduction

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INTRODUCTION TO THE PROFESSIONAL REVIEW GUIDE FOR THE CCS-P EXAMINATION

This examination review guide represents a renewed effort to provide materials for HIM students and professionals. In reviewing the results of past examinations, we found that it would be beneficial for examination candidates to have additional practice in answering multiple-choice questions and coding medical cases. We have selected questions and cases to cover the broad topic of categories necessary for sitting the CCS-P Certification Examination. Researching the questions and cases as you study should increase your knowledge such that, when you encounter similar questions and cases, you can arrive at the correct answer. We believe that this review material will jog your memory and build on information you have already gained through your education and professional experiences. This book provides you with a mix of coding questions and case exercises to both increase your coding skills and provide you with testing that mimics the exam format.

The beginning of this book offers suggestions for studying and test-taking strategies. The book is then divided into two additional sections. The first section is a coding review section containing multiple-choice questions and coding case studies. The second section contains a mock examination for Part I of the exam with sixty (60) multiple-choice questions and mock cases to code for Part II of the exam. The back of the book contains appendices with information on pharmacology and laboratory testing.

The questions in this examination review guide are based on the broad competencies listed in the AHIMA Candidate Handbook for the CCS_P Examination. Review the latest Candidate Handbook when preparing for the exam.

The chapter Health Data Content and Structure includes questions on Domains 1, 5, and 6:

- Health Information Documentation
- Data Quality and Analysis
- Information and Communications Technologies

We also included a separate section on biomedical sciences because it is imperative that candidates have a broad understanding of pathophysiology.

Domains 2, 3, 4, and 7 are covered in the following chapters:

- Classification Systems and Secondary Data Sources
- Medical Billing and Reimbursement Systems
- ICD-9-CM Coding (diagnostic coding)
- CPT Coding

Table 1 displays the major content areas of this book by sections.

Table 1 CCS-P Content areas for the Professional Review Guide for the CCS-P Examination

Professional Review Guide for the CCS-P Examination Content Areas	
Introduction	
Examination Study Strategies and Resources	
Coding Review	
Section 1 of the book includes the following chapters	NUMBER OF QUESTIONS/CASES
Health Data Content, Requirements, and Standards	89
Biomedical Sciences	100 Questions
Anatomy and Physiology	
Medical Terminology	
Pathophysiology/Disease Process	
Pharmacology	
Clinical Classification Reimbursement Methodologies	
Classification Systems and Secondary Data Sources	79 Questions
Medical Billing and Reimbursement Systems	54 Questions
ICD-9-CM Coding	120 Questions
CPT Coding	227 Questions
Total Questions	580 Questions
CCS-P Case Study Coding Review	42 Cases
Section 2 of the book includes the following Mock Exams	
Part I Mock Examination Questions	60 Questions
Part II Mock Examination Cases	16 Cases
Appendices	
Appendix A Pharmacology	
Appendix B Laboratory Testing	
Official Coding Guidelines effective October 1, 2008	

The key to success on the exam is a thorough knowledge of procedural coding in CPT and HCPCS Level II, and coding for diagnoses using ICD-9-CM, which can only be achieved through extensive use and familiarity with the code books. Having to use the code books to answer questions will help increase your speed in the use of both coding books.

This book is only one of many tools available to you to prepare. Use a variety of review methodologies (multiple-choice questions, case studies, review of theory, mock exams, etc.) as an effective means of reviewing. These tools can help prepare you for the challenge of the CCS-P coding exam.

ABOUT THE COMPETENCIES FOR THE CCS-P EXAMINATION

We suggest that you start by examining the competencies for the Certified Coding Specialist-Physician Based Examination (CCS-P). They are listed as domains and task statement competencies. The competencies were created to reflect the necessary skill level for professional practice. A detailed list of the competencies is provided in the AHIMA Candidate Handbook for the CCS-P Examination.

It is the responsibility of the American Health Information Management Association's (AHIMA) Council on Certification (COC) to assess what job tasks are frequently executed by newly certified practitioners. Additionally, the COC determines the job tasks that are critical to the practice—in other words, the job tasks that, if done incorrectly, could create a negative impact. The Task Statements are also referred to as the test specifications.

The process of identifying those critical job functions was accomplished by conducting a job analysis. The objective was to determine how the practice is evolving and to develop the test specifications and a certification examination to correspond with changes that are occurring in the field. The data that were collected as a result of this research provided the essential elements necessary to establish the test specifications for the certifying exam. The COC is responsible for developing and administering the certification examination and for determining the eligibility of applicants to write the exam. The task statements for the Certified Coding Specialist-Physician-based are grouped into seven domains. These domains are divided further into task statements. Weights for each domain are assigned; however, weights were not assigned to the task statements. Each weight correlates to the degree of emphasis, or importance, given to each domain statement as it relates to the current health information practice. Table 2 displays the domains you will be responsible for on the examination.

Table 2 CCS Part I Examination Content with Percentage of Questions by Domain

CCS-P Part I Examination Content with Percentage Questions by Domain		
Domains	Number of Questions	Percentage of Exam
Domain 1: Health Information Documentation	11	18%
Domain 2: ICD-9-CM Diagnosis Coding	14	24%
Domain 3: CPT and HCPCS II Coding	14	24%
Domain 4: Reimbursement	5	8%
Domain 5: Data Quality and Analysis	6	10%
Domain 6; Information and Communication Technologies	4	6%
Domain 7: Compliance and Regulatory Issues	6	10%
TOTAL	60	100%

Reminder: Monitor AHIMA's Web site for updates on the testing information.

Tables 3 and 4 show crosswalks between the competencies for the CCS-P exam and the questions in the mock exam provided in this book.

Table 3 Crosswalk of CCS-P Competencies for the Exam to Questions in the CCS-P Mock Exam

Domains	Questions
Domain 1	1, 3, 5-13, 15-16, 21-58
Domain 2	8-9, 13, 15, 22, 34, 44-47, 52, 55-56
Domain 3	2, 10-12, 16-17, 21-33, 35-55
Domain 4	2, 11, 14, 17, 20, 33, 56-58
Domain 5	1, 5-6, 9, 11,33, 57
Domain 6	4, 19, 56-60
Domain 7	1, 5, 8, 11, 14, 17-19, 33, 56-60

Table 4 CCS-P Competencies by Mock Examination Questions

CCS-P Question	Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6	Domain 7
1	X				X		X
2			X	X	X		
3	X						X
4						X	
5	X				X		X
6	X				X		
7	X						
8	X	X					X
9	X	X			X		
10	X		X	X			X
11	X		X		X		
12	X		X				
13	X	X					
14	X						
15	X	X					
16	X		X				
17							
18							
19						X	
20					X		
21	X		X				
22	X	X	X				
23	X		X				
24	X		X				
25	X		X				
26	X		X				
27	X		X				
28	X		X				

Table 4 CCS-P Competencies by Mock Examination Questions (continued)

CCS-P Question	Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6	Domain 7
29	X		X				
30	X		X				
31	X		X				
32	X		X				
33	X		X	X	X		X
34	X	X					
35	X		X				
36	X		X				
37	X		X				
38	X		X				
39	X		X				
40	X		X				
41	X		X				
42	X		X				
43	X		X				
44	X	X	X				
45	X	X	X				
46	X	X	X				
47	X	X	X				
48	X		X				
49	X		X				
50	X		X				
51	X		X				
52	X	X	X				
53	X		X				
54	X	X	X				
55	X	X	X				
56	X			X	X		X
57	X			X	X		X
58	X			X	X		X
59				X	X		X
60					X		X

CCS-P EXAMINATION CONTENTS

The CCS-P examination is in a computer-based format. Carefully read the latest Candidate Handbook for the CCS-P Examination and continue to monitor AHIMA's Web site to look for updated information on the examination format. The handbook is available for downloading in PDF format on the AHIMA Web site (<http://www.AHIMA.org>).

Part I of the examination has 60 multiple-choice questions. Fifty of the questions are counted toward your test score. The remaining 10 questions are unscored items. These unscored items included in the examination will be used to "test" the questions before using them in a future examination. The unscored questions are scrambled randomly throughout the examination. They do not count toward your score. However, you will have no way of knowing which is a scored question or which is an unscored question. You will be expected to answer the multiple-choice questions without use of your references and code books. The time constraint is ninety (90) minutes.

Part II of the examination has a total of 16 cases to code using your CPT and HCPCS Level II code books (for procedural coding), and ICD-9-CM code books (for diagnostic coding). Cases from the Hospital, Emergency Room, Operating Room, and Physician Office/Clinic setting will be used. The time allotted for completing Part II of the examination is 3 hours (180 minutes).

Table 5 CCS-P Examination Content

2009 CCS-P Examination Content	
PART I	
Number of multiple-choice questions	60
Amount of time for questions	90 minutes
Average time to answer each question	1.5 minutes per question
PART II	
CPT E&M Chapter Cases	6
CPT Surgery Chapter Cases	6
CPT Medicine Chapter Cases	3
Case from remaining CPT Chapters and HCPCS Level II	1
Total number of cases	16
Amount of time for cases	150 minutes
Average time to code each case	9.38 minutes per case
Total time for examination	4 hours

Reminder: Monitor AHIMA's Web site for the latest updates on the testing information.

ABOUT THE COGNITIVE LEVELS OF TESTING FOR Part I OF THE CCS-P EXAMINATION

These examination questions test your knowledge on three cognitive levels: recall (RE), application (AP), and analysis (AN). The recall level tests your memory of basic facts, such as being able to identify terms, methods, and procedures. The application level tests your ability to interpret data and information, to be able to apply concepts and principles, recognize relationships among data, and calculate mathematical problems. The analysis level measures your ability to solve specific problems by evaluating, comparing, and selecting appropriate solutions for action; and to evaluate information and perform multiple calculations to assemble various elements into a total picture. Table 6 shows the number of questions by domain and cognitive level. As you can see from the table below, the examination is heavily skewed toward application and analysis type questions. A total of 49 out of 60 questions are at the application and analysis level.

Table 6 Cognitive Levels for Questions in Part I of the CCS-P Examination

Cognitive Levels	Number of Questions	Percentage of Questions
Recall	23	38
Application	28	46
Analysis	9	16
Total	60	100

Source: 2008 AHIMA Candidate Handbook for the CCA, CCS and CCS-P Examinations

The general format of Part I of the exam is primarily designed to engage your problem-solving and critical thinking skills. These types of questions require you to translate what you have learned and apply it to a situation. There are sample questions provided on the AHIMA Web site (<http://www.AHIMA.org>) so that you can experience the testing situation.

ADDITIONAL INSIGHTS ABOUT THE CCS-P EXAMINATION

1. **Computerized Testing:** You will be able to review questions on the computer screen and check your answers before you close the exam file on the computer.
2. **Biomedical Sciences:** These questions tend to be interspersed throughout other topic categories. Medical terminology, pathophysiology, and anatomy and physiology are a part of the general knowledge base for Health Information Management, coding, and reimbursement.
3. **National Exam:** Keep in mind that this is a national examination. Concentrate on federal legislation, statutes and legal issues that would be appropriate nationally in all 50 states.
4. **Be prepared to shift gears quickly throughout the exam.** Questions on the examinations are scrambled and change topics from question to question. Therefore, you may have a CPT coding question, followed by a reimbursement question, followed by an ICD-9-CM question, etc.
5. **You will need to bring your ICD-9-CM coding book, the AMA CPT-4 code book, and the HCPCS coding book to the test for use in Part II of the exam.** Practicing coding using your coding books will help increase your speed in finding the codes by the book. Remember, the test is timed. The faster you code, the more time you have to choose your answers. It may make the difference in being able to successfully complete the examination in the time allotted.
 - a. For Part I of the examination, you will not be allowed to use your code books to answer the questions or verify the answer you choose.
 - b. The multiple-choice questions in Part I of the exam are in a narrative form and any necessary codes and/or code narratives will be supplied in the answer options on the computer screen for you to choose from.
6. **The focus is on critical concepts.** Our major focus is on covering the concepts and competencies in the body of knowledge for the Certified Coding Specialist-Physician Based (CCS-P). The questions and cases on the examination may combine several concepts into one question that may increase the level of difficulty in the question or case.
7. **Review the latest candidate handbook.** The AHIMA Candidate Handbook for the CCS-P Examination contains information on the exam, how to apply for the examination, what to bring, and other pertinent information you need.
8. **Make sure that you have the necessary items for admission for testing.** Again, review your AHIMA Candidate Handbook for specific information on what you will need to bring with you to the examination center. You will need to bring your Authorization to Test (ATT) and two forms of identification (review the accepted forms of identification listed in your handbook. You will need code books for Part II of the exam. Bring the ICD-9-CM Coding book Volumes 1-2, the CPT code book (reminder: only AMA's CPT books may be used on the exam), and the HCPCS Level II National Code Book. You may also bring a medical dictionary for use in Part II of the examination.