



**RADIOLOGY CODING
CERTIFICATION BOARD**

Candidate Bulletin of Information

REVISED JULY, 2010

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ABOUT RCCB

MISSION STATEMENT

The Radiology Coding Certification Board (RCCB) is a not-for-profit organization established in May 2000 to promote the highest standards of radiology coding through the credentialing of radiology coders. Certification demonstrates a commitment and interest in providing only the highest quality radiology coding in compliance with federal regulations. The RCCB is a fully autonomous entity, independent of any other association or society. This independence allows RCCB to maintain integrity concerning policy matters related to credentialing.

The RCCB issues certificates to individuals who successfully meet its standards, adhere to those standards, policies and procedures, and prepare for and pass the certification exam. These individuals may present themselves to the public as Radiology Certified Coders using the designation RCC following their name. This certification is recognized as a sign of achievement and excellence. A listing of credentialed radiology coders will be available for dissemination to the public.

The RCCB is governed by an elected Board of Directors whose responsibilities include consideration of applications; appointment of committees; supervision of the development and administration of examinations; development and review of performance standards, test data, and the RCCB standards, policies and procedures; and other administrative functions.

RCCB CONFIDENTIALITY STATEMENT

Examination results are confidential. RCCB shall keep confidential and not disclose information regarding examination results or other related materials without the applicant's consent, except: (1) as necessary for staff, legal consultants, or others with a need to know; (2) when verifying references provided by the applicant; or (3) as required by law. Candidates must request disclosure of examination information in writing and identify the person or organization to which the disclosure should be made. RCCB will publish the names of all individuals that have passed the examination and maintain current certification.

RCCB BOARD OF DIRECTORS

Rusty Harris, President, Dothan, Alabama
Susan Gregg, Treasurer, Oklahoma City, Oklahoma
LaDonna Nichols, Secretary, Treasure Island, Florida
Diane Hayek, Industry Director, Reston, Virginia
Ezequiel "Zeke" Silva, MD, ACR Liaison, San Antonio, Texas
Renee Engle, RBMA Liaison, Locust Grove, Georgia
Gordon Perlmutter, MD, Public Member, Wyomissing, Pennsylvania

KNAPP & ASSOCIATES INTERNATIONAL, INC.

RCCB retains Knapp & Associates International, Inc. (K&AI) of Princeton, New Jersey, to provide assistance in the administration of the credentialing program and the development of the exam. K&AI is a consulting firm that assists organizations in developing professional credentialing programs.

HISTORY

HOW WAS THE CERTIFICATION PROGRAM DEVELOPED?

The RCCB was established to improve professional development of radiology coders, identify a body of knowledge and skills necessary to the profession, and recognize those individuals who demonstrate a level of excellence through the certification exam.

The eligibility requirements and test materials for the RCCB credentialing program were developed based on a thorough study of the current state of knowledge in radiology coding. The test materials, standards and requirements may change as regulatory requirements change, and in accordance with annual CPT and ICD-9 updates. A national survey of radiology coders and their supervisors was conducted to define the body of knowledge for radiology coders and determine the content areas appropriate for the test. The survey was designed to identify the knowledge used by radiology coders in the day-to-day performance of their jobs. A representative panel of coding experts reviewed the results of the survey and identified the body of knowledge for radiology coding based on these data which included ethics, compliance, medical terminology, anatomy, CPT and ICD-9. The content of the test is based on the body of knowledge and thus reflects the day-to-day practice of radiology coders nationwide. A follow up Job Analysis Survey of RCCs was conducted in 2009 and the results validate the current body of knowledge for radiology coders. The content outline for the test, which was based on this body of knowledge, can be found on page 10.

The test questions that make up the exam question bank were written by experienced radiology coders with expertise in all subspecialties of radiology and all types of radiology practices. The questions were then reviewed by a panel of coding experts prior to being selected for the test. After the test is taken, the questions are analyzed statistically to identify any hidden flaws. After these issues are resolved, the test is scored.

The test question pool for the RCCB credentialing program will be updated on a regular basis to reflect current radiology coding practices and regulatory requirements. Individual questions that have been shown by statistical analysis to be unclear or unfair will be modified or deleted from the pool.

The RCCB certification test has been designed to meet testing industry standards for validity and reliability. Validity is the degree to which the content of the test reflects the knowledge and skills required to perform the duties of a radiology coder in an accurate and efficient manner. Reliability is the accuracy of the test results; that is, the likelihood that if you took the test on two separate occasions, under the same conditions (i.e., with the same level of knowledge and professional experience), you would achieve the same results.

Certification is obtained only after an individual has submitted an application, met the eligibility requirements, and successfully completed the certification examination. Submission of an application does not guarantee that an applicant will be certified.

STANDARDS, POLICIES & PROCEDURES

The primary purpose of the Radiology Coding Certification Board is to administer a certification examination for individuals who carry out important work in the processing of claims for radiology procedures. It is critical to the interests of the public and radiology practices that the coding of claims be done accurately and in accordance with regulatory and industry standards. All Radiology Certified Coders must follow RCCB standards, policies and procedures as a requirement of maintaining their certification.

Those applying to be certified by the RCCB agree to:

- Respond to all requests for information from the RCCB.
- Accurately represent their education, experience and credentials.
- Follow all directions and rules related to the administration of the certification examination.
- Keep the specific examination questions, their wording, and all other exam-related materials confidential.
- Report immediately to RCCB officials any breaches of the examination rules and/or the confidentiality of the examination material.
- Follow the procedures in the Bulletin when making any inquiries and/or complaints about their participation in the certification process.
- Make every effort to prepare for the certification process by reviewing the suggested resource materials, taking advantage of various learning experiences and/or courses, and arriving at the testing site prepared to fully participate in the examination process.
- Act in compliance with all laws and regulations applicable to the profession.

Radiology Certified Coders are expected to act in accordance with the following principles:

- Act in the public interest by seeking to enhance the quality of radiology coding.
- Act with honesty, integrity, fairness and professionalism at all times.
- Promote continuous advancement in the skills, knowledge, development and competence of their employers and employees, and in their own professional careers.
- Act in compliance with all laws and regulations applicable to the profession.
- Constantly strive to keep abreast of all coding changes in the industry.
- Strive to maintain their professional standards.
- Maintain patient confidentiality.
- Maintain a positive, professional image and increase public understanding of the profession.
- Strive to maintain the integrity of the RCCB standards, policies and procedures.

The following situations may result in the denial or revocation of certification or recertification, in accordance with procedures developed by the RCCB:

- Obtaining or attempting to obtain certification or recertification by fraud or deception.
- Knowingly assisting another person, or persons, in obtaining or attempting to obtain certification or recertification by fraud or deception.
- Unauthorized use of certification or certificate, or falsification of credentials or any other RCCB documents.
- Unauthorized possession and/or distribution of official RCCB testing or examination materials including copying, relating, forwarding and/or reproducing any information related to the RCCB examination questions or problems.
- Unauthorized use of RCCB logo, initials, or masthead design of newsletters or website.
- If you have been excluded from participation in, or sanctioned by, the Medicare or Medicaid programs, or have been convicted of, or pled guilty or nolo contendere to, a criminal offense involving state or federal healthcare laws.

CREDENTIALING

WHAT IS THE PURPOSE OF CREDENTIALING?

The purpose of the RCCB Credentialing Program is to:

- Establish the body of knowledge for radiology coders;
- Assess the level of knowledge demonstrated by radiology coders in a valid and reliable manner;
- Encourage professional growth in the field of radiology coding;
- Formally recognize individuals who meet the requirements set by RCCB; and
- Serve the public and the medical community by encouraging quality radiology coding services.

The RCCB Board of Directors, with the assistance and advice of professionals in relevant fields, has developed a credential that will recognize accepted levels of expertise in the profession with the goal of improving professional standards in radiology coding. However, no credentialing program can guarantee professional competence or performance. In addition, given the frequent changes in medical codes and coding procedures, RCCB cannot warrant that the test materials will at all times reflect the most current state of the art. The RCCB tests knowledge of radiology coding contained in its body of knowledge, but does not assess competency or ensure performance of Radiology Certified Coders. The RCCB welcomes constructive comments and suggestions from the public and the profession.

WHAT ARE THE BENEFITS OF CERTIFICATION?

The potential benefits of certification for RADIOLOGY CODERS include:

- Verification of your knowledge by an independent organization—a way to demonstrate that you have the knowledge base relevant to provide quality radiology coding services.
- Improved professional standing and development.
- Enhanced job opportunities.

The potential benefits of certification for EMPLOYERS include:

- Confidence that certified coders possess the necessary body of knowledge to perform radiology coding functions.
- Less training time needed to bring employees “up to speed.”
- Competitive advantage in promoting services to clients.
- Facilitation of the compliance review process.
- The RCCB certification is consistent with the recommendations from the Centers for Medicare and Medicaid Services (CMS), as well as other regulatory and professional organizations, that coders obtain certification.

CREDENTIALING

CERTIFICATE AND RECOGNITION

Candidates who pass the test will receive a certificate suitable for framing with the designation as a Radiology Certified Coder (RCC). The RCCs will also receive the RCCB Newsletter, and have their name published on the RCCB website. Duplicate certificates can be purchased for \$10.00 each. RCC lapel pins can also be purchased for \$7.00 each.

GUIDELINES FOR USE OF RCC CREDENTIAL

The RCC designation, as well as trademarks, logos, examinations and other materials of the RCCB, are the exclusive property of the RCCB and may not be used unless explicitly authorized by the RCCB.

RECERTIFICATION OF THE RCC CREDENTIAL

The RCC certification is valid for two years. RCCs must adhere to the RCCB standards, policies and procedures, and obtain 12 CEUs over two years to receive recertification by CEUs. As proof of attaining 12 CEUs in radiology coding, attach to your application certificates of attendance or other similar documents which show the name and date of the session, your name, and the number of CEUs given for the session. A new certificate will be provided to you upon receipt of the recertification fee (see schedule below) and documentation of your CEUs. Alternatively, you may retake the exam. If you choose to retake the exam, the fee will be the same as for a new applicant. Please visit the RCCB website, www.rccb.org, for more information on recertification.

Recertification Fee Schedule:

- For recertification applications received at least 60 days prior to the certificate expiration date (deadline date), the recertification fee is \$200.
- For recertification applications received between the deadline date and the certificate expiration date, the recertification fee is \$250.
- For recertification applications received from the certificate expiration date up to 60 days following the certificate expiration date, the recertification fee is \$300.

CREDENTIAL RESTORATION

The Radiology Coding Certification Board (RCCB) has established the following credential restoration procedure to assist individuals whose RCC credential has been revoked.

This restoration procedure applies to individuals whose credentials were revoked because they failed to meet the requirements for continuing education as outlined in the RCCB Candidate Bulletin of Information.

An RCCB restoration candidate is any person whose RCC (Radiology Certified Coder) credential has expired within the previous four years (two consecutive CE cycles). Coders whose credential has expired more than four years prior will not be considered restoration candidates and they will be required to apply and retake the RCCB examination in order to reinstate their credential.

A. To restore the RCC credential, a restoration candidate must submit the following to the RCCB:

1. RCC Credential Restoration Application;

CREDENTIALING

2. A required fee including a restoration fee of \$150 plus the standard \$200 recertification fee for the 2 year period prior to the certification expiration date, plus a post-expiration recertification fee of \$100 for each year (maximum 4 years) after the certification expiration date. The post-expiration recertification fee should be rounded up. Example: If a candidate's credential expired in August of 2010 and s/he is applying for restoration in November of 2013, the post-expiration period is 40 months (i.e., 3 years plus 4 months) and the post-expiration recertification fee will be \$400. The total fee for this example will be \$750 (\$150 plus \$200 plus \$400).

3. The required number of RCCB-accepted continuing education units according to the credential elapsed period (see section B);

B. Restoration requirements for Continuing Education Units (CEUs):

1. An individual wishing to restore his or her RCC credential must submit 12 RCCB-accepted CEUs for the 2 year period prior to the certification expiration date, plus 6 post-expiration RCCB-accepted CEUs for each year (maximum 4 years) after the certification expiration date. The number of post-expiration RCCB-accepted recertification CEUs should be rounded up. Example: If a candidate's credential expired in August of 2010 and s/he is applying for restoration in November of 2013, the post-expiration recertification period is 40 months (i.e., 3 years plus 4 months) and the required number of CEUs for the post-expiration period will be 24. The total number of CEUs required for this example will be 36 (24 plus 12).

The official restoration period is defined as the elapsed time between the date the candidate's RCC credential expired and the date when items listed in Section A are received by the RCCB.

2. CEUs obtained during the restoration period can be submitted by mail or via the RCCB website; however, all other items listed in section A must be submitted together via the same method.

C. Upon RCCB's receipt and approval of the RCC Credential Restoration Application, and the associated fees, the applicant will be officially notified by the RCCB that restoration requirements have been met. A new certificate of credential will be issued and upon official notification, the individual will enter the routine two-year maintenance of certification cycle beginning on the 1st day of the month following reinstatement.

REVOCAION OF RCC CREDENTIAL

RCC certification may be revoked under the following circumstances:

- Exclusion from participation in the Medicare or Medicaid program, or conviction of, or a guilty or nolo contendere plea to, a criminal offense involving federal or state healthcare laws.
- Conviction of a healthcare related felony.
- Submission of falsified or misleading application or test.
- Violation of the RCCB standards, policies or procedures.

Before any credential is revoked, RCCs will be provided with a notice of the reason for the proposed revocation and an opportunity to explain their position to the RCCB Appeals Committee, and in accordance with such other policies as may be established by the RCCB.

GETTING READY FOR THE TEST

WHO CAN TAKE THE TEST?

You are eligible to register for the test if you meet the following minimum requirements:

High school diploma or equivalency and one-year full-time radiology coding experience within the past four years

-or-

Two years full-time radiology coding experience within the past four years

-or-

An application to the RCCB demonstrating that you have had adequate or equivalent experience, such as teaching in the field (decision will be made by the RCCB)

-AND-

You have not been excluded from participation in or sanctioned by the Medicare or Medicaid programs, and have not been convicted of, or pled guilty or nolo contendere to, a criminal offense involving state or federal health-care laws.

HOW MUCH DOES IT COST AND WHEN ARE THE APPLICATION DEADLINES?

The fees for taking the certification test are:

\$585 Employed by RBMA member practice

\$635 Not employed by RBMA member practice

Deadline:

Deadlines can be found on the RCCB website, www.rccb.org

Recertification

See RCCB website, www.rccb.org, or page 6 of this Candidate Bulletin for fee schedule

Deadline:

Deadlines can be found on the RCCB website, www.rccb.org

Payment must be made by money order, certified check, company check, or charge card and must be made payable to RCCB. **NO OTHER FORM OF PAYMENT WILL BE ACCEPTED.** Failure to submit the fee in one of these forms with your application will result in the rejection of your application.

A non-refundable administrative fee of \$150 is included in the application fee. This \$150 charge is incurred upon receipt of your application by RCCB. If for some reason you fail to meet the eligibility requirements at the time of application, your application and documentation will be returned to you, and your fee will be refunded, less the \$150 non-refundable portion.

TEST ADMINISTRATION

The RCC Exam is administered primarily by computer. A paper-and-pencil administration may be available. Please visit the RCCB website, www.rccb.org, for date and administration options.

HOW DO I APPLY?

To apply for the test, you must complete the RCCB Examination Application Form online, or mail or fax the application to RCCB, 10300 Eaton Place, Suite 460, Fairfax, VA 22030, fax 703.621.3356. Please read all the information included in the Bulletin and follow all instructions carefully. If additional copies of this Bulletin are needed, please visit the RCCB website, www.rccb.org, or contact the RCCB office at info@rccb.org or 866.227.7222.

Payment of the application fee must accompany your application. Only the application materials provided by the RCCB or copies of same will be accepted. Before mailing, faxing, or submitting your application online, be sure to carefully review all information and specific instructions.

GETTING READY FOR THE TEST

On the application, you will be asked to sign the following statement:

Due to the confidential nature of the exam, I agree that I will not copy or retain test questions or transmit them in any form to any other person or organization. I also understand that taking notes, copying all or any portion of the exam, or otherwise transmitting exam questions may invalidate my test scores or cause my certification to be revoked. I also agree to release the RCCB from any liability related to the examination, administration process or my failure to successfully complete the certification examination. The theft or attempted theft of the test, or the copying or disclosure of test questions, is punishable by law.

All applications must be received by the deadlines specified for each test date. If using first class mail, please allow at least 10 days transit time. Applications received after the deadline will be rejected and your fee will be refunded.

After your application has been reviewed and if it is deemed to satisfy the eligibility requirements, you will receive an Acknowledgment Letter and your name will be entered on the roster of eligible candidates. This acknowledgment contains your ID number. This ID number must be presented at the test site for admittance. Please keep a record of your ID number, as you will need it after the test if you have any inquiries about your test scores.

FOR COMPUTER BASED TEST

Your Acknowledgement Letter will also contain the test site reservation phone number. Please follow the reservation deadline contained in the Acknowledgement Letter to ensure test site availability. Do not make any travel arrangements until you have made your reservation at the test site.

If your application is denied for failure to meet prerequisites and you believe you are eligible to sit for the exam, you may appeal the decision in writing, setting forth the reasons and including documentation if applicable. The appeal must be addressed to the RCCB Executive Director, whose decision is final.

RCCB does not discriminate against any person on the basis of age, gender, sexual orientation, race, religion, national origin, medical condition, physical disability or marital status.

If you lose your Acknowledgement Letter with ID number or have not received your Acknowledgement Letter five days before the test date, please contact RCCB so that another packet can be sent to you via e-mail or fax.

You must bring your ID number to the test site on the test date. You will NOT be admitted without this ID number.

WHAT IF I REGISTER, BUT CANNOT ATTEND THE EXAM?

If, for any reason, you have registered but are unable to take the test, please refer to the cancellation policy on the RCCB website, www.rccb.org/exam_cancellation.php

CAN I RESCHEDULE AFTER I HAVE ALREADY MADE MY RESERVATION AT THE TEST SITE?

Please refer to the RCCB website, www.rccb.org/exam_cancellation.php, for exact reschedule deadline dates. If you do not reschedule by this date, this will be considered a cancellation and you must re-apply during the next open application period.

WHEN IS THE TEST GIVEN?

The test will be given on the date(s) listed on the RCCB website, www.rccb.org.

GETTING READY FOR THE TEST

WHERE IS THE TEST GIVEN?

FOR COMPUTER BASED TEST

The exam will be administered via computer at your choice of locations across the United States. A link to available locations can be found on the RCCB website, www.rccb.org.

FOR PAPER-AND-PENCIL TEST

Please visit the RCCB website at www.rccb.org for availability of paper-and-pencil tests.

WHAT IS THE FORMAT FOR THE TEST?

You will take the test in a single four-hour session. The test will consist of 200 multiple-choice questions. Each question contains four choices, only one of which is the correct or best answer. You will be asked to select the correct or best answer from these choices. Sample questions can be found on pages 16-17.

During the exam, you will be able to use the current year's CPT Standard Edition and ICD-9-CM only to assist you in answering the coding questions. These manuals will be provided by RCCB and must NOT be marked in any way. The manuals are yours to keep after the exam. You will NOT be allowed to bring in any unbound papers, purses, eyeglass cases, radios, recorders or any other materials. RCCB and/or onsite proctors will make the final decision as to what may be brought into the exam.

Interventional anatomic illustrations, which are included with this Candidate Bulletin on pages 18-19 for your preparation, will be included with your exam. Do NOT bring them with you to the exam.

Note taking is prohibited during the test.

WHAT DO I NEED TO KNOW FOR THE TEST?

Content Outline

The following is a detailed outline of the four major content areas of the test, and the approximate percentage of the test devoted to each area:

International Classification of Diseases—9th Edition (ICD-9)	20%
Specificity, Sequencing, Nonspecific Codes. Proper Use of Disease Codes, V Codes, Neoplasm Codes and Trauma/Injury Codes.	
Current Procedural Terminology (CPT)	50%
Modifiers, Supervision & Interpretation, Evaluation & Management, Component Coding, Global Surgical Periods/Package, Level II HCPCS, Category III CPT, Plain Radiography, Breast Imaging, Special/Interventional, Computerized Tomography, Magnetic Resonance Imaging, Ultrasound, Nuclear Medicine and Radiation Oncology.	
Anatomy & Terminology	20%
Radiological Terminology, Gastrointestinal, Metabolic, Cardiovascular, Respiratory, Genitourinary, Musculoskeletal and Central Nervous Systems and Structures.	
Ethics & Compliance/Administrative/HIPAA	10%
Institutional/Practice Code of Conduct (Code of Ethics), Corporate/Mandated Compliance Plan, Confidentiality, Inaccurate/Insufficient Documentation, Billing for Items/Services not Provided/Documented, Upcoding/Unbundling, Medically Unnecessary Services, Federal Register and CMS Regulations, Local Carrier or MAC Billing Guidelines, HIPAA Privacy/Security and Red Flags for Identity Theft.	

Please note that the questions from each content area will be mixed throughout the test. The questions will NOT be presented in content area order on the test.

GETTING READY FOR THE TEST

Sample Questions

See sample questions (complete with an answer key) on pages 16-17. Please note that the difficulty of these sample questions may not be representative of the overall difficulty of the test.

References

The following is a list of references that may be helpful in reviewing for the test. This list is intended for use as a study aid only. RCCB does not intend the list to imply endorsement of these specific references, nor are the test questions necessarily limited to these sources. This list is intended as a study guide only, and should not be considered to be a comprehensive list of all sources. The RCCB encourages all applicants to review commonly available resources that may not be listed here. Review of these materials does not guarantee success on the exam, and the regulations and other data referenced in this material may change and/or be updated. It is the candidate's responsibility to ensure information is complete.

- Current Procedural Terminology (CPT)—Standard Edition
- Current International Classification of Diseases—9th Edition—Clinical Modification (ICD-9-CM)
- Centers for Medicare and Medicaid Services' (CMS) Healthcare Common Procedure Coding System (HCPCS)
- Federal Register (Department of Health & Human Services, Centers for Medicare and Medicaid Services)
- Centers for Medicare and Medicaid Services' (CMS) Carrier Bulletins
- Correct Coding Initiative
- Society of Interventional Radiology (SIR)—Interventional Radiology Coding User's Guide
- American College of Radiology (ACR) Ultrasound Coding User's Guide
- American College of Radiology (ACR) Nuclear Medicine Coding User's Guide
- AMA / ACR Clinical Examples in Radiology

HOW DO I PREPARE FOR THE TEST?

RCCB offers the following suggestions for preparing for the test:

1. Review the test content outline and ask yourself the following questions:

- Do I have a good understanding the content area?
- Do I use this knowledge regularly at work?

Plan your studying based on your answers to these questions. For example, for content areas in which you have a good understanding and use every day, you may only need to do a quick review to prepare for the test, whereas for areas in which you are less familiar, you may decide that you need more in-depth study or training before taking the test.

When planning your studying, you should also think about your knowledge and the percentage of the test questions within each major content area (this information is on page 10). If you are not very familiar with a content area that will include a significant proportion of the test questions, you probably should spend some additional time studying this area.

2. Decide which resources will best help you to prepare for the test.

The references listed on page 11 of this Bulletin may be helpful when you are reviewing the content areas included on the test. (Note: The listing of these references is intended for use as a study aid only. RCCB does not intend the list to imply endorsement of specific texts, nor are the questions on the test taken directly from these texts.)

You may choose to study on your own or you may decide to take a seminar/workshop to gain a better understanding of one or more content areas. If you know other coders in your area who are taking the test, you may want to form a study group.

Answer the sample questions in this Bulletin to help familiarize yourself with the type of questions that will be on the test.

TAKING THE TEST

WHAT ARE THE REQUIREMENTS DURING THE TEST?

The test will be administered under strict security. You will be required to provide your ID number and two forms of identification, one of which must contain a photo (e.g., driver's license), in order to enter the testing room. Trained proctors will supervise the test. Irregularities observed during the test, such as creating a disturbance, giving or receiving unauthorized information or aid to or from other examinees, or attempting to remove test materials or notes from the testing room, may be sufficient cause to invalidate or cancel your scores. Irregularities may be identified by observation or suspicion by the test proctors or may be evidenced by subsequent statistical analysis of answer sheets. RCCB reserves the right to investigate each incident of misconduct or irregularity.

RCCB has no liability for the acts or omissions of testing companies, consultants or other independent contractors who may administer the exam.

Test Site Requirements

1. You must provide your ID number and two forms of identification, one containing a photo (e.g., driver's license), at the test site in order to be allowed to take the test. **NO EXCEPTIONS TO THIS REQUIREMENT WILL BE MADE.**

FOR COMPUTER BASED TEST

2. You should arrive at the test center approximately 15-20 minutes prior to your scheduled exam time to allow sufficient time for you to check in, verify your identification, and familiarize yourself with the software. Late arrivals may not be admitted to the site. Once the exam has begun, absolutely no one will be admitted.

FOR PAPER-AND-PENCIL TEST

2. You should arrive at the test center approximately one hour prior to the test to allow sufficient time for you to check in and locate your seat. Late arrivals may not be admitted to the site. Once the exam has begun, absolutely no one will be admitted.

3. You may not bring any material to the examination that has not been approved in advance by RCCB, including devices with memory capabilities, audible beepers, cellular phones, or unapproved books or papers. Note taking is prohibited during the test.
4. Visitors will not be allowed in the test room.
5. No food or beverages will be allowed in the test room. See Special Testing Arrangements below for special accommodations.

WHAT TO BRING TO THE EXAMINATION

- ID number
- Two forms of identification; one must contain a photo (e.g., driver's license)

(You may not bring anything into the exam room other than your ID number and two forms of identification. Scratch paper and pencil will be provided, if needed.)

SPECIAL TESTING ARRANGEMENTS

The RCCB supports and complies with the Americans with Disabilities Act (ADA). The RCCB will make reasonable efforts to accommodate eligible candidates, who provide documented evidence of a disability covered by ADA or need for special arrangements, with auxiliary aids and services that do not present an undue burden to RCCB and do not fundamentally alter the measurement of the knowledge the assessment is intended to test. If you require special testing arrangements, you must inform RCCB of your needs in writing at least six weeks prior to the scheduled test date. You must specify the nature of the need, the requested relief, and provide documentation by a physician. The RCCB makes final determination as to appropriate accommodations for disabled candidates.

TAKING THE TEST

HOW IS THE TEST SCORED?

Your performance on the test will be measured against a predetermined standard of knowledge. This standard is the basic level knowledge that can reasonably be expected of individuals with basic competence in radiology coding. You will NOT be measured against the performance of the other individuals taking the test. This means that if everyone who takes the test meets the knowledge standard, everyone will pass.

The passing score for the RCCB test is set by a national panel of experts, selected by the RCCB and representative of the radiology coding profession. These experts reviewed each test question, evaluated the difficulty of the question, and made a judgment as to how a professional with basic competence would perform on the question. These judgments were analyzed statistically to determine the passing score. Procedures will be in place to protect the security of the exam both before, during and after examination administration.

WHAT INFORMATION WILL I RECEIVE ABOUT MY SCORE?

The test is designed only to distinguish those who have the basic level of knowledge from those who do not. There is no evidence that someone who receives a very high score on the test will perform significantly better on the job than someone whose score falls exactly at the passing point.

Therefore, if you PASS the test, you will be informed only that you have successfully completed the credentialing process. You will NOT be notified of your actual score. Exam results are confidential and will be handled as such. The results will be released only to the examinee and mailed to his/her home address as indicated on the application.

If you FAIL the test, you WILL be notified of your score and the minimum score required to pass, and will receive a diagnostic report showing your performance in each content area. This information is provided to assist you in deciding whether to retake the test and how to plan your study efforts for future tests.

WHEN WILL I RECEIVE MY TEST RESULTS?

The RCCB will mail the test results approximately 6-8 weeks after the test. **TO PROTECT THE CONFIDENTIALITY OF YOUR TEST RESULTS, NO RESULTS WILL BE GIVEN OVER THE TELEPHONE.** The results will be provided only to the examinee.

VERIFICATION OF TEST RESULTS

If you fail the test, you may ask that your test be re-scored to verify the reported score. Requests must be in writing and must be accompanied by a money order or certified check in the amount of \$55, made payable to the RCCB. Requests for re-scoring can be honored only up to six months after the testing date.

CANCELLATION OF SCORES

If, for any reason, you decide that you do not want your score reported, you may write to the RCCB requesting cancellation of your scores. Your written request must be signed and be received within five days after the date of the test.

A cancelled score will not be reported to you or to the RCCB, nor will a record be kept of your test results. No refunds will be given for score cancellations. To retake the test after a score cancellation, a new application and fee must be submitted and you must meet all eligibility requirements in effect at the time of the application.

RETAKING THE TEST

There is no limit on the number of times that you may apply for and take the test. If you do not succeed in passing the test after three attempts, you will be required to show proof of courses or seminars totaling 25 CEUs specific to radiology coding taken to remedy deficiencies. These CEUs must be taken after the date of your last attempt to pass the examination. Applicants may contact RCCB regarding what courses or seminars may qualify for CEUs. A new application form and all applicable fees must be submitted each time re-examination is requested and you must meet all eligibility requirements in effect at the time of the application. Please visit the RCCB website for exam retake fees.

TAKING THE TEST

APPEALING THE TEST RESULTS

An applicant may appeal his or her test results, in accordance with such policies and procedures as may be developed or amended by the RCCB. If you have an issue with your test results or re-scored test results, you may appeal the results in writing, setting forth your reasoning and including documentation if applicable. The appeal must be addressed to the RCCB Executive Director. The RCCB Appeals Committee will consider the written appeal from the examinee at its next regular meeting. In the event that the RCCB determines that the examinee's appeal warrants further discussion, the examinee will be able to appeal the results in person at the next regular meeting of the RCCB. The decision of the RCCB Appeals Committee is final.

EXAM BEHAVIOR POLICY

The RCCB will follow the procedures below for dealing with any issues of irregular behavior at a test site:

In the event that a proctor observes or suspects irregularities such as creating a disturbance, giving or receiving unauthorized information or aid to or from other examinees, or attempting to remove test materials or notes from the test room the proctor will speak to the examinee. The proctor will state what behavior was observed, and indicate that if the behavior continues, the examinee's scores may be invalidated. In the event that irregularities are observed during the exam or evidenced by subsequent statistical analysis of answer sheets, the RCCB will provide written notice to the examinee by registered mail.

Opportunity to Respond:

In the event of an irregularity identified at the test site, the proctor will allow the examinee to briefly respond and/or explain his/her actions. After the response, if the proctor believes that no irregularity occurred, the examinee should continue with the examination.

After the response, if the proctor still believes that an irregularity occurred, the proctor will provide a copy of the written notification form to the examinee of the possibility that his/her scores may be invalidated, and notify the examinee of his/her appeal rights. In the event of egregious misconduct, the proctor may ask the examinee to leave. The examinee will have 15 days to request an appeal by providing a written explanation of the conduct challenged by the proctor and explaining why the action taken by the proctor should be reconsidered.

In the case of an irregularity noted through statistical analysis, the examinee will have an opportunity to provide a written response to the RCCB within 15 days after the date of delivery of the registered mail delivery of notice. This response should include a discussion of why the individual's scores should be validated and explain why no irregularities were involved.

Appealing an Exam Behavior Case

The RCCB Appeals Committee will consider the written response from the examinee at its next regular meeting. In the event that the RCCB determines that the examinee's behavior constituted misconduct, the examinee will be able to appeal the decision in person at the next regular meeting of the RCCB. The RCCB Appeals Committee's determination is final.

DESTRUCTION OF MATERIALS

FOR COMPUTER BASED TEST

Please note that electronically stored test answers are destroyed six months after the test date.

FOR PAPER-AND-PENCIL TEST

Please note that the test booklets are destroyed immediately after the test and answer sheets are destroyed six months after the test date.

SAMPLE TEST QUESTIONS

The sample test questions below are based on correct coding as of January 1, 2010.

(TERMS/ANATOMY 009)

- I. A percutaneous biliary drainage catheter would be found in which of the following anatomical systems?
- A. Gastrointestinal
 - B. Endocrine
 - C. Genitourinary
 - D. Cardiovascular

(TERMS/ANATOMY 012)

- II. Angiography is a radiological examination of which of the following anatomic structures?
- A. Bones
 - B. Muscles
 - C. Nerves
 - D. Vessels

(ETHICS/COMP 012)

- III. A coder uses the code(s) 71010 and 71100 for a one-view chest radiograph and a rib radiograph. Which of the following statements best describes the coder's actions?
- A. The coder coded the procedures correctly.
 - B. The coder unbundled the codes.
 - C. The coder failed to obtain sufficient documentation for coding.
 - D. The coder used deleted codes.

(CPT/HCPCS 011)

- IV. The correct CPT code(s) for stress/rest myocardial perfusion imaging, tomographic SPECT, single study, at rest or stress with wall motion and ejection fraction are
- A. 78464, 78478, 78480
 - B. 78453
 - C. 78454
 - D. 78451

(CPT/HCPCS 048)

- V. Which of the following is the correct CPT code for magnetic resonance imaging of the head performed without contrast?
- A. 70540
 - B. 70541
 - C. 70551
 - D. 70553

(CPT/HCPCS 093)

- VI. The correct CPT code for the radiological supervision and interpretation of a subclavian angiography is:
- A. 75710
 - B. 75716
 - C. 75774
 - D. 75820

SAMPLE TEST QUESTIONS

(CPT/HCPCS 137)

VII. What is the correct CPT coding for an aerosol ventilation lung scan performed in conjunction with a perfusion lung scan?

- A. 78588
- B. 78596
- C. 78580, 78586
- D. 78580, 78587

(CPT/HCPCS 145)

VIII. If following a routine, non-contrast, transverse (i.e., axial or transaxial) CT study of the lumbar spine, the patient data is now manipulated with the assistance of the CT computer software to also produce additional 2D images in the sagittal and/or coronal planes, the following would be charged:

- A. 72131 only
- B. 72131 and 78890
- C. 72131 and 76376
- D. None of the above

(CPT/HCPCS 153)

IX. Eight days after initial placement of an external biliary drainage tube, a post-operative T-tube cholangiogram is performed. The correct CPT codes are:

- A. 47500, 74320
- B. 47505-58, 74305
- C. 47505-58, 74300-58
- D. 47505-59, 74305

(ICD-9 007)

X. The correct ICD-9-CM code for bilateral carotid artery stenosis is:

- A. 433.10
- B. 433.11
- C. 433.30
- D. 447.1

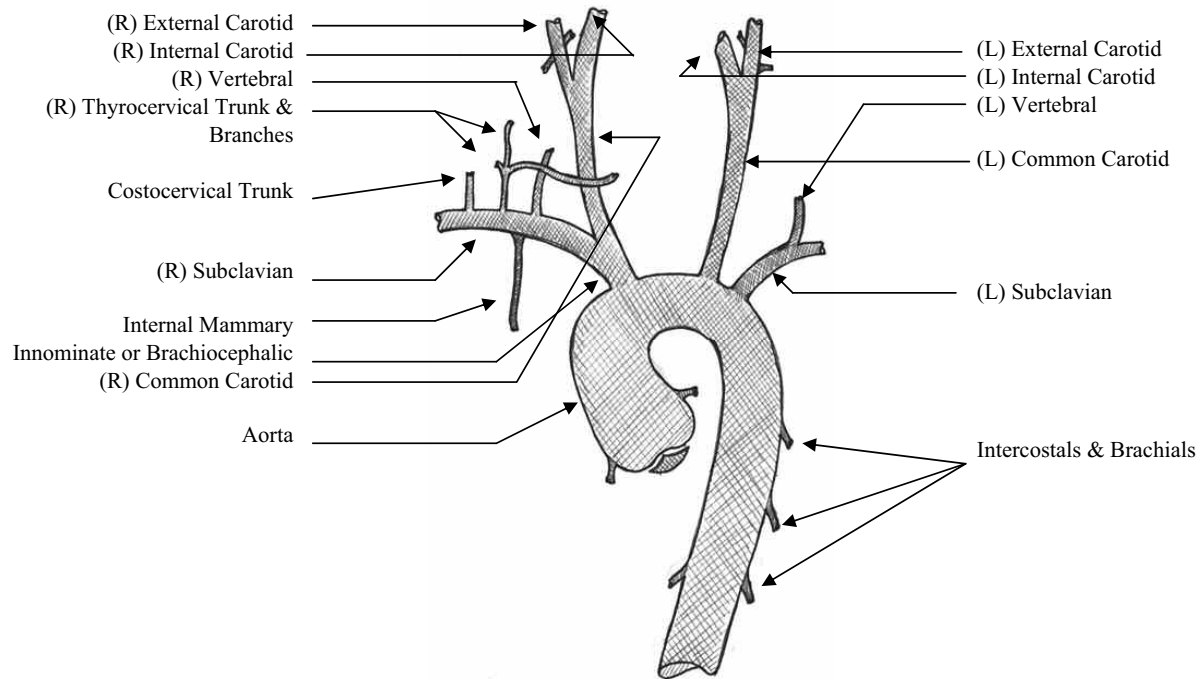
Answer Key:

- I. A
- II. D
- III. B
- IV. D
- V. C
- VI. A
- VII. A
- VIII. A
- IX. B
- X. C

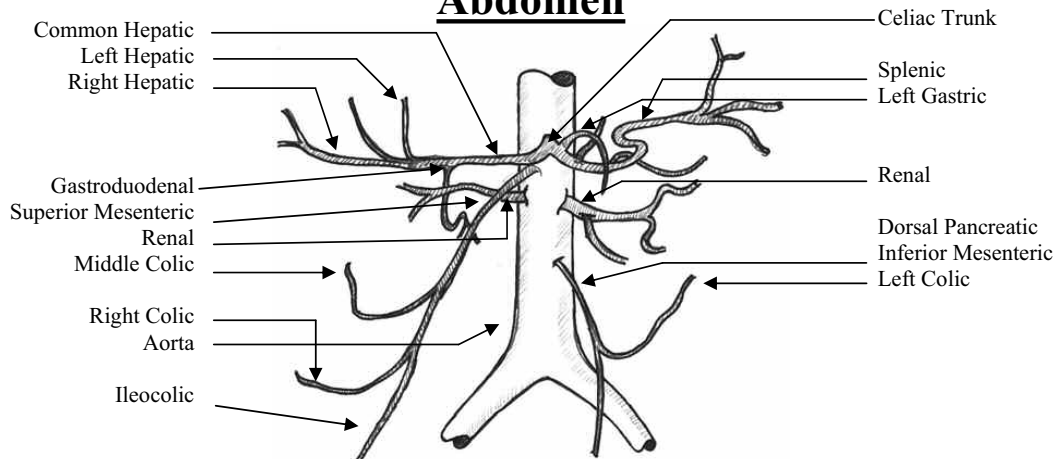
SAMPLE TEST DIAGRAMS

Sample Test Diagrams

Neck & Chest

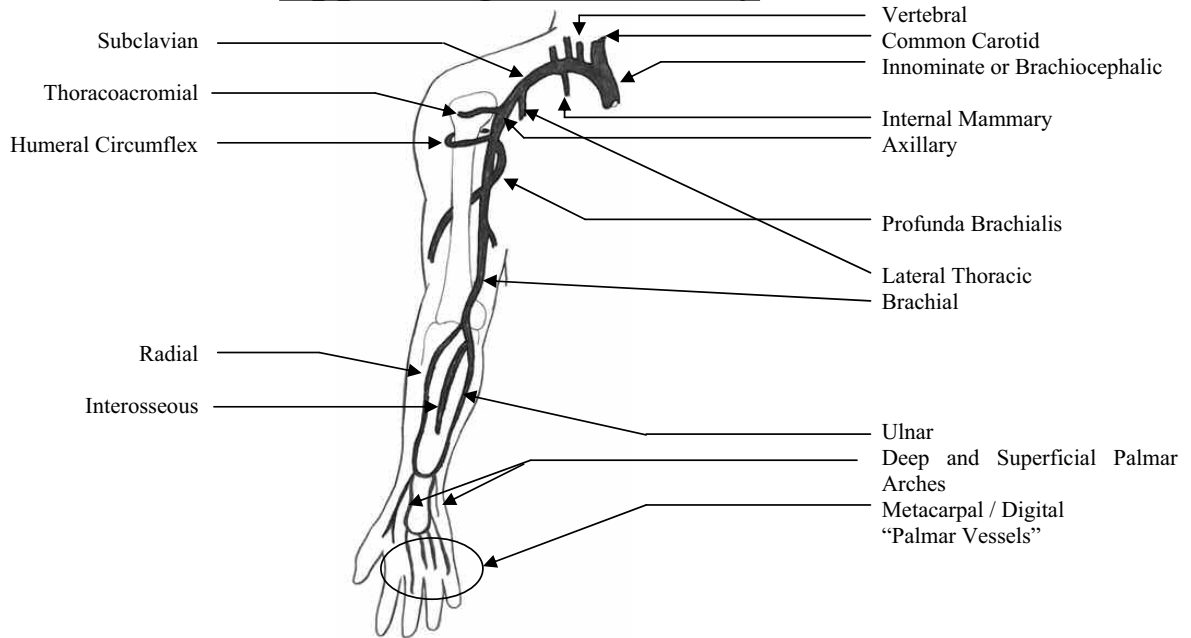


Abdomen



SAMPLE TEST DIAGRAMS

Upper (Right) Extremity



Lower (Right) Extremity

