



# CCCS NCE GUIDE

PLEASE READ THIS GUIDE IN FULL BEFORE  
COMPLETING THE APPLICATION

---

Original May 2019

R 2020-05

© Canadian Health Information Management Association, 2020

## TABLE OF CONTENTS

SECTION 1: BECOMING CERTIFIED .....	1
SECTION 2: CODE OF ETHICS .....	1
SECTION 3: EXAMINATION APPLICATION .....	1
SECTION 4: EXAMINATION CONTENT .....	2
SECTION 5: STUDYING FOR THE EXAMINATION .....	2
SECTION 6: CHALLENGING THE EXAMINATION .....	3
SECTION 7: MARKING THE EXAMINATION.....	3

## SECTION 1: BECOMING CERTIFIED

Information on the Certified Classification and Coding Specialist (CCCS) credential, professional title, and eligibility criteria to challenge the Classification and Coding Certification Examination may be found [here](#). The objective of the certification examination is to assess the proficiency and accuracy of classification and coding of complex cases beyond the entry-to-practice level for ICD-10-CA and CCI classifications in acute care settings. More information on HIM job roles and their descriptions can be found online on the [Career Matrix](#).

## SECTION 2: CODE OF ETHICS

The Code of Ethics and the Interpretation Guidelines to support the Code of Ethics may be found [here](#).

## SECTION 3: EXAMINATION APPLICATION

In order to register for an examination, candidates must submit an application and provide payment.

### Identification

Applicants are responsible for reviewing all information to ensure it is correct in both the application and the CHIMA membership profile.

*Name:* This information is used to prepare certificates for successful candidates. Please contact us at [exam@echima.ca](mailto:exam@echima.ca) to include a middle name or initial if it is to be included on the certificate.

*Address:* Applicants are responsible for ensuring a current address is included in the application and is updated in the online membership profile.

*Email address:* An applicant must provide a primary email address. Please ensure it is correct, as correspondence following receipt of a candidate's examination application — including the provision of an examination password — will be carried out via email once the application is approved. If a current email address is not provided, the applicant will not receive any follow-up information.

### Declaration

Read the statements as presented in the online application. Agree to the statements by checking the agreement box on the application. Checking this box confirms the applicant agrees:

- The information contained on the form is accurate;

- To abide by all examination policies and rules and the CHIMA Code of Ethics during the entire examination process; and
- That the information provided can be released to Captus Press, the online examination company, and its partners, contracted by CHIMA. The applicant's information will not be sold, shared, or released to any third parties. Captus Press will use the information provided for the express purpose of examination administration only.
- That examination results will be published digitally.

All points in the declaration section must be checked by the applicant before the application will be processed.

## **SECTION 4: EXAMINATION CONTENT**

The examination questions are developed by industry experts and replicate complex scenarios and situations found in acute care settings. The examination evaluates six (6) competency areas:

1. Fundamentals
2. General medicine
3. Neoplasms
4. Interventions
5. Obstetrics and newborns
6. Iatrogenic disorders, trauma, and other related conditions and disorders

The CCCS examination consists of a total of 51 multiple choice questions (42 multiple choice questions and 3 case scenarios accompanied by 3 multiple choice questions each). Candidates are allotted 2 hours and 12 minutes (132 minutes) to complete the examination.

Please refer to the Classification and Coding Certification Examination Primer for additional information about the content of the examination.

## **SECTION 5: STUDYING FOR THE EXAMINATION**

Examinations can be a stressful experience, and preparation can help minimize stress by reaffirming the knowledge that a candidate has, while assisting in the identification of areas that may require additional review. It is best to study one subject area/topic at a time. Dedicate time (ideally a significant period, such as a few hours over several days) to that subject and spend the time focused. Do not try to review multiple/different subjects in a shorter period. Take frequent short breaks to provide both mental and physical separation from the topic and workspace, allowing for the opportunity to 'recharge.'

Study well in advance of the examination. Do not wait until the week or night before the examination.

### **Examination Primer**

The Classification and Coding Certification Exam Primer is a valuable tool to assist any individual preparing to challenge the Classification and Coding certification examination. Based on the classification and coding domains and subdomains, it identifies each learning outcome with a few examples of the knowledge content. It also provides some practice questions and helpful tips for preparing for the exam.

### **Other Study Resources:**

- **ICD-10-CA/CCI Classification Primer:** The ICD-10-CA/CCI Classification Primer by Joy Fletcher has practice questions with an answer key. Coding principles are highlighted throughout the chapters.
- **Canadian Institute for Health Information (CIHI):** CIHI offers informational and educational resources on their website to assist coders. Please follow the link for a current list of sessions: <https://www.cihi.ca/en/codes-and-classifications>

## **SECTION 6: CHALLENGING THE EXAMINATION**

### **Required Examination Resources**

Examination candidates are responsible for purchasing or arranging access to the following resources, which must be preinstalled on the computer prior to the examination date:

- a. Canadian Coding Standards (v. 2018); **and**
- b. ICD-10-CA/CCI Folio (v. 2018) software

Please make sure to open the Folio software and the Canadian Coding Standards document *prior to the examination start time*.

**IMPORTANT: Examination candidates are responsible for purchasing or arranging access to ICD-10-CA/CCI Folio software. The Folio software and Canadian Coding Standards must be preinstalled on the computer being used to access the examination. Do not wait until the day of the examination to install software on the computer. Examination candidates must not access any other websites or documents during the entire examination.**

## **SECTION 7: MARKING THE EXAMINATION**

All multiple-choice questions are computer graded. Each correct multiple-choice question is worth one mark. The examination score will be the total of correct answers.

### **Pass Requirement**

Final results are calculated as a percent (%) of the marks achieved by a candidate in all examination competencies in order to determine each candidate's certification status. To pass the examination, candidates must attain an overall minimum mark of 70%.

Candidates who achieve this examination outcome are 'certified.' Candidates who do not achieve this examination outcome are 'not certified.'

### **Re-Examination**

A candidate who is unsuccessful on the first examination attempt may re-write the examination twice more for a total of 3 attempts, provided all conditions of the CCHIM policy for rewriting are fulfilled. The candidate must complete the entire examination each time. If an examination candidate is not successful on his or her third attempt, the individual is ineligible to rewrite the examination until the candidate provides evidence of additional education and experience based on recommendations from CCHIM.

**CCHIM wishes you the very best in challenging the  
CCCS NCE.**