



Professional Association of Healthcare Coding Specialists

CERTIFIED HEALTHCARE CODING INSTRUCTOR

The Purpose of Certification

Certification is a process that provides a level of confidence that the applicant is knowledgeable in a specific area of endeavor. In certifying medical coders, PAHCS is providing a service to the physicians or other employers of the applicant. Employers desire assurance that the medical coder has the knowledge and skills to effectively provide coding services in an efficient manner.

PAHCS certification examinations are designed to fulfill that purpose. We test applicants on the base of knowledge required to perform daily coding duties, as well as the frequently unusual situations encountered in medical offices.

Instructor Applicant Minimum Requirements:

- Complete the PAHCS instructor application and submit to PAHCS for approval
- Hold current PAHCS credentials as a certified coder
- Show minimum of 3 years experience as a medical coder
- Provide 2 Letters of Recommendation referencing communication skills and coding knowledge. (these can be from peers and/or practitioners)

Instructor Certification Process

Application acceptance
Written Instructor Exam
Present a 30 minute webinar to PAHCS panel

Written Instructor Exam:

Exams can be taken locally or at any scheduled PAHCS exam location. PAHCS requires applicants to bring a current ICD-9-CM, CPT and HCPCS to testing. The exam will consist of 50 questions on CPT, ICD-9-CM and HCPCS conventions and basic instruction techniques.

Recommendations for Studying:

1. "Teaching Adults" by Amanda Hayes (available on Amazon).
2. PAHCS Basic Medical Coding Study Guide
3. PAHCS Teaching Tips

Credential Recertification:

1. Maintain PAHCS membership
2. Accumulate and submit 24 CEUs every 24 months (instructors can use the same CEUs for both coding certification and instructor renewal)
3. Provide documentation to PAHCS that you have done one of the following during the recertification period (24 months):
 - taught at least one course
 - presented one PAHCS webinar
 - been a speaker at a PAHCS conference

Credential:

CHCI (Certified Healthcare Coding Instructor)

Instructor Program/Exam Cost is a onetime fee of \$300.00. This includes application review, certification exam, CHCI certificate and the PAHCS Basic Medical Coding Study Guide.

What Should I be teaching?

PAHCS has the PAHCS Academy curriculum but we will NOT reject the current curriculum being used by the applicant in a classroom setting.

Recommended Areas for Teaching

PAHCS Basic Medical Coding Study Guide

Documentation Guidelines for Evaluation and Management Services (1995 and 1997).

How can I Prepare for the Instructor Certification Examination?

CPT; AMA, Sections on:

Introduction
Illustrated Anatomical and Procedural Review
E/M
Surgery Guidelines
Medicine Guidelines
Vaccines, Toxoids
Appendix A, Modifiers
Appendix D, Add-on Codes

ICD-9-CM Volumes 1 and 2, AMA, Sections on:

Introduction
How to Use ICD-9-CM for Physicians
ICD-9-CM Official Conventions
Additional Conventions
Coding Guidelines – Outpatient
Structure and organization of E-Codes
Tabular List for the selected specialty
Morphology of Neoplasms

HCPCS

Introduction and general structure.

The best preparation is the experience garnered over many years of on-the-job performance and sharing this knowledge with your students