

AMERICAN CERTIFICATION AGENCY

GUIDELINES FOR ADMINISTERING A CODING CERTIFICATION EXAMINATION ON SITE

Qualifications for a Proctor

1. The certification exam must be proctored by an instructor, Coding Manager or Medical Records Supervisor, knowledgeable of current coding practices.
2. The proctor must provide proof of performing coding by submitting copies of certifications, curriculum vitae, and one reference letter.
3. It is preferred that the proctor be a certified medical practice coder.

Site Requirements:

1. A quiet, comfortable room that can be used for at least 2½ hours with no interruptions. A small conference room is ideal with the ability to seat no more than 2 people per 8 foot table.
2. The proctor must stay in the room the entire time the applicant is taking the written examinations.
3. Examinations must be returned to the American Certification Agency via a traceable means, e.g., certified mail, UPS, Fed Ex, no later than two days after the exam is taken.

Please PRINT information requested:

PROCTOR NAME: _____ TITLE: _____
PROCTOR SS # _____ BIRTHDATE _____ EMAIL _____
YEARS PERFORMING CODING _____ CERTIFIED BY _____ CERTIFICATION # _____
EXAM FACILITY: _____ PROCTOR TELE #: _____
EXAM ADDRESS: _____ EXAM DATE: _____

EXAM TIME: _____
PROCTOR FAX # _____
CONTACT PERSON (SUPERVISOR, MGR, DTR) : _____ TITLE: _____
CONTACT PERSON TELE #: _____ EMAIL: _____
SEND EXAM TO (NAME): _____
@ THIS ADDRESS: _____

The information provided must be verified by the proctor's Director, Manager or Supervisor

Lab Dtr, Mgr or Supervisor: _____
Signature _____ Print Name _____

DATE INFORMATION SUBMITTED: _____

MAIL OR FAX COMPLETED FORM TO:

AMERICAN CERTIFICATION AGENCY
P.O. BOX 58, OSCEOLA, IN 46561
PHONE: (574) 277-4538 FAX: (574) 277-4624