



P R A C T I C E[®]
M A N A G E M E N T
I N S T I T U T E

CERTIFIED MEDICAL CHART AUDITOR – E/M

CANDIDATE PREPARATION HANDBOOK

**About the Exam
Exam Tips
Preparation and Testing Tips for the Exam**

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ABOUT THE EXAM:

The **Certified Medical Chart Auditor – E/M** examination is designed to test a well-defined body of knowledge representative of professional practice in the discipline of medical chart auditing of evaluation and management services. Successful completion of this certification examination verifies that the candidate has met competency standards set forth by the **PMI Certification Board** for this specific area.

FORMAT: Multiple Choice; Scenario

NUMBER OF QUESTIONS: 130

APPROXIMATE WEIGHT: *Multiple Choice* 20%
Scenarios 80%

TIME ALLOWED: 240 Minutes (4 Hours)

AVERAGE TIME PER QUESTION: 1.85 minutes (approximately 1 minute, 51 seconds)

COMPETENCY: Candidates must compile an **aggregate score of 70%** in order to meet the minimal certification standards set forth by the **PMI Certification Board**.

SCORE: Scores are determined by totaling the number of **incorrect answers** selected in each section. This total is then multiplied by a predetermined point value and then subtracted from 100 to determine the overall percentage value. Each answer blank is of equal value.

RESULTS: Results are usually determined within a four week period. **Candidates are asked not to inquire about results until this period has expired. PMI exam results are provided in writing only and will not be obtained over the phone.**

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CANDIDATE PREPARATION HANDBOOK

BYLAWS: Exam candidates are encouraged to access the PMI Website, www.pmiMD.com, for questions regarding **PMI Certification**. This includes inquiries regarding appeals, re-testing and re-certification.

WHAT TO BRING ON THE DATE OF THE EXAM:

1. Picture Identification
2. Three #2 Pencils
3. CMCA-E/M course manual, tools, forms
4. Allowed resources:
 - a. A smart device to look up medical terminology information, etc. Note: Wi-Fi may not be available on site. Plan for data usage
- OR -
 - b. a current CPT code set manual and a medical dictionary

NOTE: PMI MATERIALS MAY BE REFERENCED DURING THIS EXAMINATION.

EXAM TIPS:

1. Allot adequate time for nourishment, rest, and relaxation on the day before and day of the exam.
2. Arrive at the exam location at least 30 minutes prior to the start time.
3. Have all materials listed above available and ready for use upon arrival to exam (i.e., sharpened pencils).
4. All electronic devices must be silenced. Voice, text and video communication is strictly prohibited. A smart phone or tablet may be accessed during the exam, but all additional devices must be stowed away for the duration of the exam.
5. Listen carefully to all exam instructions. Do not start the exam until instructed to do so.
6. Do not communicate with anyone during the exam.
7. Be sure to complete the contact information sections in the exam booklet. PMI will be unable to notify you if the information is incomplete or illegible.
8. Read each question/answer carefully. Pay close attention to detail. Notice the relationship of the question to the answer options. Evaluate all answers before you respond to the question. Eliminate obvious incorrect answers. Know there is only one correct answer per question.
9. Upon completion, review the exam to ensure all questions were answered.
10. Before turning in the exam, ensure that all personal contact information has been completed correctly.
11. Good Luck!

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PREPARATION AND TESTING TIPS FOR THE EXAM

Practice Management Institute (PMI) is excited about this opportunity to participate with you in building your own success story with the Certified Medical Chart Auditor (CMCA-E/M) credential.

To assist in your exam preparation journey, we have compiled resources that provide valuable information on how to study the materials and prepare to do your best on the exam.

HOW TO PREPARE

Since the CMCA-E/M exam covers all aspects of medical chart auditing for evaluation and management, it is easy to get overwhelmed on how to best use your time to prepare for the exam. In the following sections, we are going to share some study and test taking tips to make you more confident during the course and on exam day.

After you have studied, be sure to take advantage of as many of the practice exercises and scenarios as you can. Time yourself as you take them. Then, keep track of which sections are your strengths and which ones need more attention to work toward getting the score that you would like to earn.

To adequately prepare to be successful in each section, it is recommended that you make multiple copies of the quizzes, exercises, etc. Practice each section (using 1 minute, 51 seconds per question) until you achieve your desired score. You will be amazed by how much value there is in practicing each section repeatedly in a timed environment.

In an effort to provide additional testing resources, PMI has created a PRACTICE EXAM, which mirrors the original exam. The results of the Practice Exam should guide your study habits in preparing for the exam.

TEST TAKING TIPS

When you take the CMCA-E/M exam, you will be allowed to bring your PMI CMCA-E/M manual. You're allowed to have notes in the margins of these manuals, but these notes cannot contain any test-specific information. You will also be allowed to access your smart device for medical terminology information, etc. None of the information that is available via the internet will impact the case scenario answers. We realize that using resources in your practice is a key to successful auditing and the exam environment will support the same.

It is a good idea to tab the important and most frequently used sections/guidelines, tables, etc. of your auditing manuals.

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TIME MANAGEMENT TIPS

When you're taking a test like the CMCA-E/M exam, it is a good idea to break things down to make them more manageable. When the instructor or proctor starts the exam, briefly review the exam in its entirety. Then answer the questions that you are most familiar with. This will help to build confidence and give you extra time needed for those questions that are more difficult.

Keeping your momentum can be a challenge with a long exam such as this one. Make sure not to spend too much time on any one question. Make it your goal to read and, if possible, answer every question on the exam.