# Certification Examination for AIS Coding Specialists

**Candidate Handbook** 2019

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<tr>
<th>APPLICATION DEADLINE*</th>
<th>TESTING BEGINS</th>
<th>TESTING ENDS</th>
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<tr>
<td>February 15, 2019</td>
<td>March 9, 2019</td>
<td>March 23, 2019</td>
<td>US $350.00</td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>September 21, 2019</td>
<td>October 5, 2019</td>
<td>US $350.00</td>
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*Late applications will NOT be accepted

Apply online at www.ptcny.com

Administered by:

[PTC](#)

1350 Broadway, Suite 800 | New York, NY 10018
www.ptcny.com/contact
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This handbook contains necessary information about the AIS Coding Specialist Certification (AISC.B) Examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. *This handbook is subject to change.*
CERTIFICATION
The Association for the Advancement of Automotive Medicine (AAAM) is the parent body of the Abbreviated Injury Scale (AIS)* and is the sponsor of the AIS Certification Board (AISC.B).

The AISC.B endorses the concept of voluntary, periodic certification by examination for all AIS Coding Specialists. Certification is one part of a process called credentialing. It focuses specifically on the individual and is an indication of current competence in a specialized area of practice. Board certification is highly valued and provides formal recognition of AIS coding knowledge and application.

PURPOSES OF CERTIFICATION
TO PROMOTE COMPETENCE IN USE OF THE ABBREVIATED INJURY SCALE BY:

1. Recognizing formally those individuals who meet the eligibility requirements of the AIS Certification Board and pass the Certification Examination for AIS Coding Specialists.

2. Encouraging continued personal and professional growth in the practice of injury severity scoring using the AIS.

3. Establishing and measuring the level of knowledge required for certification in injury severity scoring using the AIS.

4. Providing a standard of knowledge requisite for certification, thereby assisting the employer, public, and members of the injury scoring community in the assessment of the AIS Coding Specialist.
ELIGIBILITY REQUIREMENTS

It is suggested that candidates have a minimum of one year of experience using the Abbreviated Injury Scale. Candidates must meet the following requirements:

1. A minimum of a high school diploma or equivalent.
2. Completion and filing of an Application for the Certification Examination for AIS Coding Specialists.
3. Payment of required fee.

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ADMINISTRATION

The Certification Program is sponsored by the AIS Certification Board. The Certification Examination for AIS Coding Specialists is administered for the AISC.B by the Professional Testing Corporation (PTC), 1350 Broadway – Suite 800, New York, New York 10018, (212) 356-0660, www.ptcny.com/contact. Questions concerning the examination should be referred to PTC.

ATTAINMENT OF CERTIFICATION AND RECERTIFICATION

Eligible candidates who pass the Certification Examination for AIS Coding Specialists are eligible to use the registered designation CAISS after their names and will receive certificates from the AISC.B. A registry of Certified AIS Coding Specialists will be maintained by the AISC.B and may be reported in its or AAAM publications.

Certification is recognized for a period of five years at which time the candidate must retake and pass the current Certification Examination for AIS Coding Specialists or meet such alternative requirements as are in effect at that time in order to retain certification.

REVOCATION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of an Application.

The Appeals Committee of the AISC.B provides the appeal mechanism for challenging revocation of Board Certification. It is the responsibility of the individual to initiate this process.
APPLICATION PROCEDURE

Read and follow the directions on the application and in this handbook. All applications must be completed online. The application can be found on Professional Testing Corporation’s website www.ptcny.com.

The online application and appropriate fees for the examination must be received on or before the appropriate deadline listed in this handbook.

EXAMINATION APPLICATION FEES

<table>
<thead>
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<th>Examination</th>
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<tr>
<td>Certification Examination for AIS Coding Specialists</td>
<td>US $350.00</td>
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REFUNDS AND TRANSFERS

Fees are NOT refundable. Fees will not be transferred from one testing period to another.

COMPLETION OF APPLICATION

Candidates must complete the examination application in full, using the name exactly as it appears on the Candidate’s current government issued photo ID, such as a driver’s license or passport.

The completed application, with all documentation (if required), must be submitted online with the examination fee. Visa, MasterCard, and American Express are accepted. DO NOT SEND CASH.

If payment is being made by check or money order, complete the online application and mail payment to:

AISC.B EXAMINATION  
c/o Professional Testing Corporation  
1350 Broadway, Suite 800  
New York, NY 10018

Payment must be made payable to PROFESSIONAL TESTING CORPORATION and clearly indicate candidate name, appropriate examination, and testing period.
EXAMINATION ADMINISTRATION
The Certification Examination for AIS Coding Specialists is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. Hours and days of availability vary at different centers.

INTERNATIONAL AIS CERTIFICATION TESTING
Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form: www.ptcny.com/PDF/PTC_SpecialTestCenterRequestForm.pdf.

This form must be uploaded to your application no later than 8 weeks prior to the start of the chosen testing period. PTC will arrange a computer-based examination at an international test center for you.

Please note that the Examination is administered in English, unless otherwise specified.

<table>
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<th>FEE</th>
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<td>International Testing Center Fee (added to the Examination Fee)</td>
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SPECIAL NEEDS
AISC.B and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com/PDF/PTC_SpecialAccommodationRequestForm.pdf or by calling PTC at (212) 356-0660.

This Form must be uploaded with the online application no later than 8 weeks prior to the start of the chosen testing period. Please use this Form if you need to bring a service dog, medicine, or food/beverages needed for a medical condition with you to the testing center.

**Only those requests made and received on the official Request for Special Needs Accommodations Form will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form.**

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.
SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your application has been received and processed and your eligibility verified, you will be sent an email from PTC confirming receipt of payment and acceptance of application. Within six weeks prior to the first day of the testing period, you will be sent a Scheduling Authorization via email from notices@ptcny.com. Please ensure you enter your correct email address on the application and add the ‘ptcny.com’ domain to your email safe list. If you do not receive a Scheduling Authorization at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation at (212) 356-0660.

The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date.

After you make your test appointment, PSI will send you a confirmation email with the date, time and location of your exam. Please check this confirmation carefully for the correct date, time and location. Contact PSI at (833) 207-1288 if you do not receive this email confirmation or if there is a mistake with your appointment.

✓ It is your responsibility as the candidate to call PSI to schedule the examination appointment.
✓ It is highly recommended that you become familiar with the testing site.
✓ Late arrival may prevent you from testing. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location.

IMPORTANT!

You MUST present your current driver’s license, passport, or U.S. military ID at the test center. Expired, temporary, or paper driver’s licenses will NOT be accepted.

The name on your Scheduling Authorization MUST exactly match the name on your photo ID.

Fees will not be refunded for exams missed because of invalid ID.

Call PTC at 212-356-0660 if you need a duplicate Scheduling Authorization or if your name is not correct.

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (833) 207-1288 no later than noon, Eastern Time, of the second business day PRIOR to your scheduled appointment. PSI does not have the authority to authorize refunds or transfers to another testing period.

If you fail to arrive for your appointment or cancel without giving the required notice, you will forfeit your testing fee.
RULES FOR THE EXAMINATION

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

- You must present your current, government issued photo ID (such as a driver’s license or passport) at the time of your scheduled appointment. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.

- No Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (such as smart watches), MP3 players (such as iPods), pagers, cameras and voice recorders are permitted to be used and cannot be taken in the examination room. The test center may have lockers, or you may be asked to lock your personal items in your car. For this reason, we suggest that you do not bring personal items with you, other than what is specifically needed for your examination.

- No papers, books, or reference materials may be taken into or removed from the testing room.

- No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.

- Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.

- Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats (except hats worn for religious reasons), may not be worn while taking the examination.

- All watches and “Fitbit” type devices cannot be worn during the examination. It is suggested that these items are not brought to the test center.

- No food/beverages are permitted inside the testing center unless pre-authorized by PTC. Candidates who require food/beverages during their examination for medical conditions must submit this request via the Request for Special Accommodations form. See “Special Needs” on Page 4 of this Handbook for more information.

Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room, and cancellation of your test scores.
SCORING PROCEDURE

Prior to administration of the examination, representatives from the AIS Certification Board and the Professional Testing Corporation meet to review all test items for accuracy. At this meeting, the passing score for the examination is set using recognized psychometric methods. The passing score represents the number of test items determined necessary for the candidate to answer correctly to be considered as having minimal basic knowledge of AIS coding.

In order to protect the security and integrity of the certification examination, neither AISC.B nor the Professional Testing Corporation will release examination items, candidate responses, or answer keys to any candidate or agency.

REPORT OF RESULTS

Candidates will be notified in writing by PTC within four weeks of the close of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported.

CONFIDENTIALITY

1. The AISC.B will release the individual test scores ONLY to the individual candidate.
2. Any questions concerning test results should be referred to AISC.B or the Professional Testing Corporation.

HANDSCORE REQUEST

Candidates may request a handscoring of their examination once results are received. A handscore maybe performed to verify the accuracy of the computerized grading of the examination as well as confirming that any questions marked as incorrect were not the correct answer.

All requests for a handscore of the examination should be submitted directly to PTC with the required fee. The handscore fee is not refundable regardless of the results.

The Handscore Report Request Form is available on the PTC website: www.ptcny.com/PDF/PTC_Handscore_Request_form.pdf.

REEXAMINATION

The Certification Examination for AIS Coding Specialists may be taken as often as desired upon filing of a new Application and fee. There is no limit to the number of times the examination may be repeated.
CONTENT OF EXAMINATION

- The Certification Examination for AIS Coding Specialists is a computer-based examination composed of a maximum of 250 multiple-choice, objective questions with a total testing time of four (4) hours.

- The content for the examination is based on AIS 2005, Update 2008, and is described in the Content Outline below.

- The questions for the examination are obtained from individuals with expertise in use of AIS and are reviewed for construction, accuracy, and appropriateness by the AISC.B.

- The AISC.B, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

- The Certification Examination for AIS Coding Specialists will be weighted in approximately the following manner:

<table>
<thead>
<tr>
<th>CONTENT AREA</th>
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<tr>
<td>ANATOMY</td>
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<tr>
<td>MEDICAL TERMINOLOGY AS RELATED TO INJURY DIAGNOSES</td>
<td>10%</td>
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<tr>
<td>CODING FUNDAMENTALS</td>
<td>25%</td>
</tr>
<tr>
<td>IDENTIFICATION AND CODING OF INJURY DESCRIPTIONS</td>
<td>45%</td>
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</tbody>
</table>

CONTENT OUTLINE

I. ANATOMY
   A. Head
      1. Intracranial vessels
      2. Cranial nerves
      3. Meninges
      4. Brain stem
      5. Cerebellum
      6. Cerebrum
      7. Skull
      8. Other Intracranial Structures
   B. Face
      1. Vessels
      2. Nerves
      3. Eye
      4. Ear
      5. Nose
      6. Mouth
      7. Bones
   C. Neck
      1. Vessels
      2. Nerves
      3. Upper airway structures
      4. Salivary and thyroid glands
      5. Larynx
      6. Esophagus
   D. Chest
      1. Vessels
      2. Nerves
      3. Lower airway structures
      4. Esophagus
      5. Heart
      6. Lung
      7. Bones
      8. Muscles
   E. Abdomen
      1. Vessels
      2. Nerves
      3. Gastrointestinal tract
      4. Genitourinary tract
      5. Liver
      6. Spleen
      7. Pancreas
   F. Spine - Cervical/Thoracic/Lumbar
      1. Spinal cord
      2. Nerves
      3. Ligaments
      4. Discs
      5. Vertebrae
   G. Upper Extremities
      1. Vessels
      2. Nerves
      3. Muscles
      4. Tendons
      5. Ligaments
      6. Joints
      7. Bones
   H. Lower Extremities
      1. Vessels
      2. Nerves
      3. Muscles
      4. Tendons
      5. Ligaments
      6. Joints
      7. Bones
   I. External
      1. Skin
      2. Subcutaneous tissues

II. MEDICAL TERMINOLOGY AS RELATED TO INJURY DIAGNOSES
   A. Injury Descriptors
      1. Vessel or hollow organ
         a. Perforation
         b. Intimal tear
         c. Circumferential involvement
         d. Laceration
         e. Transection
         f. Aneurysm
      2. Solid organ
         a. Contusion/hematoma
         b. Laceration
         c. Stellate
         d. Rupture
         e. Organ Injury Scale (OIS)
         f. Avulsion
      3. Skeletal
         a. Articular
         b. Proximal
         c. Diaphyseal
         d. Distal
         e. Complex/comminuted
         f. Segmental
      4. Neurologic
         a. Level of consciousness
         b. Neurological deficit
         c. Palsy
B. Injury Types

1. Head
   a. Closed head injury
   b. Shearing injury/diffuse axonal injury (DAI)
   c. Hemorrhage
   d. Contusion/hematoma
   e. Crush

2. Face
   a. LeFort fractures
   b. Enucleation
   c. Panfacial fractures
   d. Hemorrhage

3. Chest
   a. Pneumothorax
   b. Hemothorax
   c. Flail chest
   d. Crush
   e. Sucking chest wound
   f. Tamponade

4. Extremities
   a. Amputation
   b. Crush
   c. Sprain/strain
   d. Subluxation
   e. Dislocation
   f. Fractures
      1. Open/compound/closed/avulsion
      2. Stable/unstable

5. External
   a. Abrasion
   b. Contusion
   c. Laceration
   d. Avulsion
   e. Degloving
   f. Penetrating
   g. Partial/full thickness

6. Spine
   a. Dislocation
   b. Fracture
   c. Herniation

C. Conditions

1. Head
   a. Brain edema
   b. Brain swelling
   c. Coma
   d. Concussion
   e. Herniation
   f. Loss of consciousness
   g. Decorticate/Decerebrate Posturing

2. Extremity
   a. Compartment syndrome
   b. Palsy/paralysis

3. Vessel
   a. Thrombosis
   b. Occlusion
   c. Devascularization

4. Spine
   a. Complete cord syndrome
   b. Incomplete cord syndrome

5. External
   a. Burns
   b. Frostbite
   c. Hypothermia

III. CODING FUNDAMENTALS

A. Rules and Guidelines for AIS Coding
   1. Generic
   2. Organ/structure specific

B. Injury Scores
   1. Predot (Unique Numerical Identifier)
   2. Postdot (AIS Severity)
   3. Accuracy/specificity of codes

C. Severity Numbers
   1. Minor
   2. Moderate
   3. Serious
   4. Severe
   5. Critical
   6. Maximal

D. AIS Uses
   1. Maximum AIS (MAIS)
   2. Injury Severity Score (ISS)

IV. IDENTIFICATION AND CODING OF INJURY DESCRIPTIONS

A. Review of Medical Record
   1. Identification of pertinent documentation
   2. Identification of injuries
   3. Substantiation of diagnoses and injury descriptors

B. Assignment of AIS Code
   1. Matching of medical record injury descriptors with dictionary descriptors
   2. Application of pertinent rules and guidelines
   3. Assignment to ISS body region

C. AIS Dictionary
   1. Structure
   2. Content
SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

1. A patient is involved in a motor vehicle crash. After evaluation and testing, the patient went to surgery for repair of a transection of the small bowel. The most appropriate code would be

   1. 541420.2 – laceration NFS.
   2. 541422.2 – no perforation; partial thickness; < 50% of circumference.
   3. 541424.3 – perforation; full thickness ≥ 50% of circumference.
   4. 541426.4 – massive, complex, avulsion, rupture, tissue loss, transection.

2. If a patient has a fracture of T-12 and L-1, how many ISS body regions are involved?

   1. 1
   2. 2
   3. 3
   4. 4

3. Lamina papyracea is part of the

   1. spine.
   2. rib cage.
   3. pelvic ring.
   4. orbit of the eye.

4. To what ISS body region should a lower esophageal injury be assigned?

   1. Face
   2. Chest
   3. Abdominal or pelvic contents
   4. Head or neck

5. The maximum AIS (MAIS) ranges from

   1. 1 to 5.
   2. 1 to 6.
   3. 1 to 9.
   4. 1 to 75.

6. A CT head report states extra-axial blood collection. This should be coded as

   1. 140629.3 Cerebrum Hematoma (hemorrhage) NFS.
   2. 140630.3 Cerebrum Epidural or Extradural NFS.
   3. 140650.3 Cerebrum Subdural NFS.
   4. 140699.3 Cerebrum NFS.

CORRECT ANSWERS TO SAMPLE QUESTIONS

1. 4; 2. 2; 3. 4; 4. 2; 5. 2; 6. 1
REFERENCES

The AAAM’s AIS Certification Board has prepared a suggested reference list to assist in preparing for the Certification Examination for AIS Coding Specialists. These references include information of significance to AIS coding practice. Inclusion of certain references on this list does not constitute an endorsement by the AISC.B of specific professional literature which, if used, would guarantee candidates successful passing of the certification examination.

<table>
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<th>Literature</th>
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<tbody>
<tr>
<td>1093-1097.</td>
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<tr>
<td>Lieutaud, T., Gadegbeju, B., Ndiaye, A., Chiron, M., Viallon, V. The</td>
</tr>
<tr>
<td>Decrease in Traumatic Brain Injury Epidemic Deriving from Road Traffic</td>
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<tr>
<td>Collision Following Strengthened Legislative Measures in France. PLOS</td>
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<tr>
<td>ONE. 2016.</td>
</tr>
<tr>
<td>Li, M., Zhao, Z., Yu, G., Zhang, Z. Epidemiology of Traumatic Brain Injury</td>
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<tr>
<td>Value of a Statistical Life (VSL) in U.S. Department of Transportation</td>
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<table>
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<tr>
<td>Human anatomy</td>
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<tr>
<td>Medical terminology</td>
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<tr>
<td>(Additional references are listed in the Abbreviated Injury Scale 2005, Update 2008.)</td>
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