

# Certification Examination for AIS Coding Specialists



ABBREVIATED  
INJURY SCALE



AIS Certification Board

## Candidate Handbook 2023

APPLICATION DEADLINE*	TESTING BEGINS	TESTING ENDS
February 8, 2023	March 11, 2023	March 25, 2023
August 2, 2023	September 2, 2023	September 16, 2023

**\*Late applications will NOT be accepted**

Apply online at [www.ptcny.com](http://www.ptcny.com)

Administered by:



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[www.ptcny.com/contact](http://www.ptcny.com/contact)

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*This handbook contains necessary information about the AIS Coding Specialist Certification (CAISS) Examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.*

## CONTACT INFORMATION

<p style="text-align: center;"><b>Professional Testing Corporation (PTC)</b>  <a href="http://www.ptcny.com">www.ptcny.com</a>                  (212) 356-0660</p>	<ul style="list-style-type: none"> <li>• Apply for examination</li> <li>• Obtain general application policy and procedure information</li> <li>• Obtain information about testing policies and procedures</li> <li>• Transfer to a new testing period</li> <li>• Request Special Accommodations</li> <li>• Request Hand Score</li> <li>• Question about score reports</li> <li>• Miscellaneous inquiries</li> </ul>
<p style="text-align: center;"><b>Prometric</b>  <a href="http://www.prometric.com/AISCB">http://www.prometric.com/AISCB</a>                  (800) 741-0934</p>	<ul style="list-style-type: none"> <li>• Schedule test appointment</li> <li>• Reschedule test appointment (within a testing period)</li> <li>• Cancel test appointment</li> <li>• Find directions to test site</li> <li>• Questions regarding testing sites and appointments</li> </ul>
<p style="text-align: center;"><b>Association for the Advancement of Automotive Medicine – AIS Certification Board (AISC.B)</b>  <a href="https://www.aaam.org/abbreviated-injury-scale-ais/">https://www.aaam.org/abbreviated-injury-scale-ais/</a></p>	<ul style="list-style-type: none"> <li>• Training Course Information</li> <li>• Abbreviated Injury Scale FAQs</li> <li>• Distributes certificates to passing candidates</li> </ul>

## ATTENTION CANDIDATES

This handbook contains necessary information about the AIS Coding Specialist Certification (CAISS) Examination. It is required reading for those applying for and taking the Examination. All individuals applying for the examination must comply with the policies, procedures, and deadlines in this Handbook and attest to this by signing the Candidate Attestation found on the application. Please retain this handbook for future reference. This handbook is subject to change. See [www.ptcny.com](http://www.ptcny.com) for handbook updates.

**ACCESSING CELL PHONES AND ELECTRONIC DEVICES AT ANY TIME WHILE YOU ARE TAKING THE EXAM IS PROHIBITED. YOU CAN ONLY REMOVE SNACKS, DRINKS, MEDICINE OR PERSONAL HEALTHCARE ITEMS FROM YOUR LOCKER- NO BACKPACKS, BAGS, POCKETBOOKS OR CLOTHING CAN BE REMOVED WHILE YOUR EXAM IS IN SESSION.**

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## 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.

\*AIS® is copyrighted by the AAAM and is used with its permission.

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## 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.

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## TARGET AUDIENCE

CAISS is vital to those who are responsible for the collection, reporting, analysis and use of injured patient data, including trauma surgeons, neurosurgeons, orthopedic surgeons, emergency physicians, medical examiners, coroners, advanced practice nurses, trauma program managers, trauma data managers, trauma registrars, county, regional and state researchers, and engineers to name a few.

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## ELIGIBILITY REQUIREMENTS

It is highly recommended 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.

In addition, it is suggested that candidates have taken some coursework on the following topics: Human Anatomy, Medical Terminology, Uses and Techniques of Injury Scaling.

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## APPLICATION PROCEDURE

### ***Step 1 – Complete Application***

Go to <http://www.ptcny.com/test-sponsors/AISCB> to view examination testing periods, application deadlines, and link to the online application. You must complete the examination application in full, entering your first and last name exactly as it appears on your current government issued photo ID such as a driver's license or a passport. Applications are not considered complete until all information and payment has been provided. The completed application must be submitted online. Retain the link to the application and your login information.

**Please note**, for new applications you will be asked to create a PIN number. This PIN will be used when going into your existing application.

### ***Step 2 – Submit Examination Fee and Application for Review***

Receive email from PTC stating that your payment and application has been received and under review.

### ***Step 3 – Receive Scheduling Authorization and Schedule Testing Appointment***

Within eleven (11) weeks prior to the start of the testing period, candidates will receive a Scheduling Authorization from PTC via email from notices@ptcny.com. The Scheduling Authorization includes an eligibility number and information on how to set up your examination location, date, and time through Prometric. Retain this document; you will need your eligibility number to access your score report.

You must present your current driver's license, passport, or U.S. Military ID at the testing center or to your Remote Proctor at the time of your examination appointment or you will be refused admission. The first and last name on the ID must exactly match the first and last name on the Scheduling Authorization.

**Applicants who are not approved to sit for the examination or whose applications are incomplete 21 days prior to the first day of the testing window will receive a refund of their application fee minus the \$75 administrative fee. Refunds will be processed approximately 30 days after the end of the testing period.**

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## EXAMINATION ADMINISTRATION AND SCHEDULING

The Certification Application for AIS Coding Specialists is administered during an established two-week testing window on a daily basis, excluding holidays, at computer-based testing facilities managed by Prometric.

### Scheduling Authorization

PTC will send approved candidates an email called the Scheduling Authorization. These emails are sent out about 11 weeks before the first day of the testing window. The emails come from [notices@ptcny.com](mailto:notices@ptcny.com). Candidates cannot make an appointment until they receive a scheduling authorization. If you don't receive your email 3 weeks before the start of your testing window contact PTC.

### Scheduling Examination Appointments

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first-come, first-served, 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. **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and testing center. Candidates unable to schedule an appointment will forfeit their fees.**



After you make your test appointment, Prometric 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 Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

**Note: International candidates may also schedule, reschedule, or cancel an appointment online at <http://www.prometric.com/AISCB>.**

#### **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 first and last name on your Scheduling Authorization **MUST** exactly match the first and last name on your photo ID.

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

## Test Center or Live Remote Proctoring: What's the Difference?

	Test Center Exam	Live Remote Proctored Exam
<b>Additional cost</b>	No	No
<b>ADA Accommodations offered</b>	Yes	Yes – Extra time and private room accommodations only
<b>Breaks allowed</b>	Unscheduled breaks are permitted, however the exam timer will continue counting down.	No breaks are permitted. Candidates must NOT leave camera view until the exam has ended.
<b>Equipment needed</b>	None – Computer provided at test center	Candidate provides their own laptop or desktop computer to take the exam. The computer must have: <ul style="list-style-type: none"> <li>• Webcam</li> <li>• Microphone</li> <li>• Secure, reliable internet</li> </ul> For complete requirements: <a href="http://www.prometric.com/proproctorcandidate">www.prometric.com/proproctorcandidate</a>
<b>Testing space needed</b>	None – testing space provided by the test center	Candidates must test alone at a desk or table in a room with a door and no distractions or interruptions. Other people or pets are not permitted in your testing area.
<b>Check-in procedure</b>	Candidates must show their current Government-issued photo ID; walk through a metal detector or be wanded by staff; and roll up sleeves and turn out pockets for a visual inspection.	Prior to check-in, the candidate's equipment needs to pass a compatibility check.  During check-in, candidates must show their current Government-issued photo ID; perform a 360° scan of the room using their camera; and roll up sleeves and turn out pockets for a visual inspection.
<b>Monitoring</b>	Proctors monitor candidates through video and physical walkthroughs in the testing room.	Remote proctors monitor candidates through video and audio, as well as ProProctor security software.

*This information is provided as a courtesy summary and may not represent full requirements or specifications for in-person testing or live remote proctored testing. For Live Remote Proctored FAQs, visit <https://ptcny.com/remote-proctor-faqs/>*

## Scheduling a Remotely Proctored Examination Appointment

If you prefer to test via live remote proctoring in your home or another quiet distraction free location you must provide a computer with a camera, microphone, and an internet connection to allow real-time video communication with a remote proctor.

Please see our Live Remote Proctoring FAQs for more info: <https://ptcny.com/remote-proctor-faqs/>

**PLEASE BE ADVISED:** It is the candidate’s responsibility to be sure their equipment and workspace meet all the requirements for Live Remote Proctoring. If a candidate makes an appointment for remote proctoring and is unable to test due to not meeting technical requirements or physical requirements of the workspace, the candidate will forfeit their examination fees and will need to follow the transfer policies in place for their exam. Please see your exam’s transfer policies on page 10.

## Rescheduling Examination Appointments within a Testing Period

Candidates are able to reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described below. Reschedule within the permitted time frame by calling or going to the Prometric website: [www.prometric.com/AISCB](http://www.prometric.com/AISCB).

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 5 to 29 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay full examination fees for a future testing period.
Requests to reschedule due to technical difficulties during a Live Remote Proctor appointment	No	Candidates who have technical difficulties during their Live Remote Proctor appointment will need to transfer to a new window following the policies in this handbook.



## Transferring to a New Testing Period

Candidates unable to take the examination during their scheduled testing period may request a **ONE-TIME** transfer to a future testing period. **There is a transfer fee of \$215.00.** After you have transferred once by paying the \$215.00 fee, you will need to pay the examination fee of \$350.00 in order to transfer a second time; so, ***please plan carefully.***

**Please note:** requests to transfer to a new testing period must be received within 30 days of your originally scheduled testing period.

Candidates wishing to transfer to a new testing period need to follow the steps below.

1. Go to <http://secure.ptcny.com/apply>.
2. Click “Start New Application.”
3. Choose AISC.B in the first drop-down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.
4. Fill out the application making sure you answer yes to the question asking if you are transferring.
5. When you have finished the application, click “Submit Transfer Request.”
6. PTC Support will send you an email letting you know your transfer application was approved and that you can log back into your application and pay the one-time \$215.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transfer process.

If candidates are unable to attend the examination on the date for which they registered and elect not to transfer to another testing period, the application will be closed and all fees will be forfeited. There will be no refund of fees.

The transfer fee is based on costs and is not punitive in nature. The transfer fee must be paid at the time the request is approved. The candidate is responsible for contacting Prometric and canceling the original examination appointment, if one was made.

**Exams may only be transferred to a new testing period once; please plan carefully.**

Please note: Transferring your Examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full \$350 Examination Fee.



### Failing to Report for an Examination

If you fail to report for an examination, you will forfeit all fees paid to take the examination. A completed application form and examination fee are required to reapply for the examination.

## EXAMINATION APPLICATION FEES

Fee Type	Amount	Details
Application Fee	US \$350.00	<ul style="list-style-type: none"> <li>• Non-refundable<sup>1</sup></li> <li>• Non-transferable</li> <li>• Includes testing center fees</li> <li>• Includes non-refundable \$75 administrative fee</li> </ul>
Transfer Fee (Moving to a new testing window; see page 10)	US \$215.00	<ul style="list-style-type: none"> <li>• <b>Applies to candidates who need to move to a new testing period</b></li> <li>• Must submit new application &amp; fee to PTC</li> </ul>
Test Center Rescheduling Fee (29-5 days prior to scheduled appointment; see page 9)	US \$50.00	<ul style="list-style-type: none"> <li>• <b>Applies to candidates who need to move their appointment within their current testing period</b></li> <li>• Payable directly to Prometric</li> <li>• Reschedule with Prometric online or over the phone</li> </ul>



- **There will be no refund of fees unless applicants are ineligible for the examination.**
- **Ineligible candidates will be refunded their fees minus an administrative fee.**
- **No refunds will be issued for applying for the incorrect examination or testing period, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.**

**Please be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.**

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<sup>1</sup> Applicants who are ineligible to take the examination or whose applications are incomplete by the application deadline will have their examination fees returned minus an administrative fee.

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## TEST ACCOMMODATIONS

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. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system). The information you provide and any documentation regarding your disability and test accommodations will be held in strict confidence.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

Testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Test Accommodations Form, available from [www.ptcny.com](http://www.ptcny.com) 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 your chosen testing period. Candidates who do not submit their Test Accommodations Form with their application may not be able to test during their chosen testing period and therefore be subject to rescheduling or transfer fees.

**Only those requests made and received on the official Request for Test 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. All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.

**Please note: do not go to [www.prometric.com](http://www.prometric.com) or contact Prometric to request test accommodations as Prometric is not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request Form.**

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## PREPARING FOR THE EXAMINATION

- Check your government issued photo ID (driver's license, passport or U.S. Military ID) when you make your examination appointment. Is it expired? Does the first and last name on your ID match the first and last name on your Scheduling Authorization email? Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.
- Check your PTC Scheduling Authorization email and Appointment Confirmation email from Prometric to make sure everything is accurate (i.e. your name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your chosen testing site and any requirements they may have for parking and check the weather and traffic conditions before you leave for the testing center. Make sure you give yourself plenty of time to arrive as late arrival may prevent you from testing.
- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>.
- Prometric's website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: <https://www.prometric.com/test-center-security>.
- This Handbook provides the Content Outline for the Examination (see appendix). Use these to help you start studying for the examination.
- Review What to Expect at the Test Center and Rules for the Examination on the next pages before your appointment.

### IF YOU ARE TESTING VIA LIVE REMOTE PROCTORING

- Be sure to check your system compatibility BEFORE you schedule and again before your appointment.
- The check in process is about 30 minutes long and is not factored into your appointment. Be sure to log into ProProctor to start your exam at least 30 minutes prior to your appointment time.
- Candidates are not permitted to take a break or leave camera view during the examination.
- You must alert the proctor when you have finished your exam and are ready to exit the software.
- **No scratch paper is allowed.** Be sure your workspace is clear of any extra items and electronic devices except for your government issued photo ID.
- Read the Live Remote Proctoring FAQs here: <https://ptcny.com/remote-proctor-faqs/>

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## WHAT TO EXPECT AT THE TESTING CENTER

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
  - Candidates will be asked to present their IDs
  - Candidates will be asked to empty and turn out their pockets
  - Candidates will be “wanded” or asked to walk through a metal detector
  - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
  - Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
  - Prometric provides lockers for candidates to store their purses, mobile phones, jackets, food, drinks and medical supplies.
  
- During the Exam
  - No breaks are scheduled during the exam. Candidates testing at a physical testing center who must leave the testing room to take a break will not be given extra time on the exam; candidates testing remotely are NOT permitted to leave camera view
  - Candidates testing at a physical testing center are only permitted to leave the testing room to use the restroom or to access food, drink, or medicine/personal healthcare items from their assigned locker.
  - Candidates at a physical testing center who take an unscheduled break are subject to additional security screenings before being permitted to reenter the testing room
  - Accessing mobile phones, study materials, or anything other than food, drink, or medicine/personal healthcare items during the examination is prohibited
  - Smoking is prohibited at the testing center
  - All examinations are monitored and may be recorded in both audio and video format

Please keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided. Proctors periodically walk through the testing room for security monitoring. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact.

Please see [Prometric’s website](#) for more information about what to expect on testing day.

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## 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.
- ⇒ Cell phones, watches, and all other electronic devices are strictly prohibited at the testing center. Please leave these items in your car or in your assigned locker at the testing center. You may NOT access your cell phone, electronic devices, or study materials from your locker at any time.
- ⇒ No papers, books, or reference materials may be accessed during a break at a locker, taken into or removed from the testing room.
- ⇒ You may ONLY access snacks, drinks, medicines, or personal healthcare items from your locker.
- ⇒ 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.
- ⇒ If testing at a physical testing center candidates are prohibited from leaving the testing room while their examination is in session, with the exception of going to the restroom or accessing their locker for food, drink, or medicine/personal healthcare items only.
  - Those testing via live remote proctoring may not leave camera view at any time during the examination.
- ⇒ 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 room. Leave these items in your assigned locker.



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

**Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. AISC.B will initiate an investigation and request suitable analyses and appropriate documentation.**

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## TESTING CONDITIONS OR EXAMINATION FEEDBACK

Any candidate who feels that the examination effort was negatively impacted by the test center conditions should notify the proctor immediately. The situation should also be reported to PTC at [www.ptcny.com/contact](http://www.ptcny.com/contact) within 15 days of the test appointment. Any comments about the test itself should also be reported to PTC at [www.ptcny.com/contact](http://www.ptcny.com/contact) within 15 days of the test appointment.

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## REPORT OF RESULTS

Candidates will be notified via email 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.

### Setting the Passing Score

To ensure that pass/fail decisions are based on sound testing practices, AISC.B uses a criterion referenced standard setting methodology.

The passing score for the CAISS Examination represents an absolute standard and is determined using the modified Angoff technique, a well-established, and widely adopted, consistent approach in the testing industry. A panel of subject matter experts carefully evaluate each item on the examination and estimate the probability that each individual question will be answered correctly by a minimally competent/just qualified candidate. The recommended passing score is then reviewed and approved by AISC.B.

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## REQUESTING A HANDSCORE

Candidates who fail the examination may request a hand scoring of their data file. Hand scoring is a manual check of the data file by the testing service to determine if there have been any errors in scoring. Although the probability of such an error is extremely remote, this service is available. Requests for hand scoring must be received by PTC no later than 90 days after the date of the examination by completing and returning the Request of Handscore form on [www.ptcny.com](http://www.ptcny.com) with payment of \$25. Candidates who fail the examination will not be permitted to see the examination questions. For reasons of test security, no candidate is allowed to review the examination or any of its items.

To ensure correct reporting of results, PTC automatically performs handscores of examinations of candidates who score within 3 points of passing as a quality control measure. Thus, it is extremely doubtful that any examination results will change from “fail” to “pass” through handscoreing.

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## CONFIDENTIALITY

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

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## 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.

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## 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.

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## REVOCAION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of an Application.
2. Misrepresentation of certification status.

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.

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## 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:

CONTENT AREA	%
ANATOMY	20%
MEDICAL TERMINOLOGY AS RELATED TO INJURY DIAGNOSES	10%
CODING FUNDAMENTALS	25%
IDENTIFICATION AND CODING OF INJURY DESCRIPTIONS	45%



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## 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

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## SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

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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  $\geq$  50% of circumference.
4. 541426.4 – massive, complex, avulsion, rupture, tissue loss, transection.

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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

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3. Lamina papyracea is part of the

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

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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

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5. The maximum AIS (MAIS) ranges from

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

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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

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## PRACTICE TEST

A practice test consisting of 50 questions with a testing time of 2 hours is available online in order to assist candidates in preparing for the Certification Examination.

The online practice test is an optional tool candidates may use as they prepare for the certification examination. While the practice test may help candidates identify areas of strengths and weakness, it should not be used as the only means to determine candidate preparedness or readiness to test. Since the practice test is NOT intended to be a study guide nor the sole source of preparation for the actual certification examination, candidates are NOT provided with the answer key, rationales for each question, nor notification of which specific items were answered correctly or incorrectly.

Though the specific questions that are on the practice test will not appear on the actual certification examination, it allows candidates to become familiar with the style of questions that may be asked. The instant score report received after practice test submission shows overall test performance as well as performance in each of the content areas. Candidates may find this information useful in determining future study needs. Once the practice test is scored, candidates cannot return to the test to review the questions. Performance on the practice test does not guarantee similar performance on the actual certification examination.

The PTC Online Testing System does not demonstrate the testing software used during the certification examinations. Those who purchase the online practice test should be aware that they will use a different testing platform when they take certification examinations at designated proctored testing centers.

The practice test is not a requirement for certification eligibility nor does it contribute in any way to success on the certification examination. There are many ways candidates should prepare for the certification examination. Candidates should use a variety of resources and consider their own education and experiences. Review the content outline and reference materials listed in the handbook for additional exam-related information.

The practice test can be found at the PTC website at: <http://www.ptcny.com/test-sponsors/AISC-B>.

## 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.

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