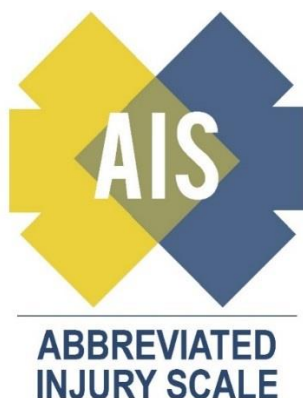


Certification Examination for AIS Coding Specialists



Candidate Handbook 2024

Testing is on AIS 2005/2008 Update Dictionary
Testing on AIS 2015 Dictionary will begin in March 2026

APPLICATION DEADLINE*	TESTING BEGINS	TESTING ENDS
February 7, 2024	March 9, 2024	March 23, 2024
August 7, 2024	September 7, 2024	September 21, 2024

***Late applications will NOT be accepted**

Apply online at www.ptcny.com

Administered by:



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

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 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.

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.

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.

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.

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.

APPLICATION PROCEDURE

Step 1 – Fill Out the Application

- Go to <http://www.ptcny.com/test-sponsors/aisc-b>
 - View testing periods and application deadlines
 - Fill out online application completely using your first and last name exactly as it appears on your current driver's license, passport, state issued non-driver ID or military ID.
 - Applications are not complete until all information and payment has been provided.
 - When you start a new application, you will be asked to create a PIN number. This PIN will be used if you need to come back to the application to finish it later. Keep the link to the application and your PIN number for later use.

Step 2 – Submit Exam Fee and Application for Review

PTC will send you an email that says that your payment and application have been received and are being reviewed. Please allow up to 10 business days for review.

Step 3 – Receive Application Status Update

- After your application is reviewed PTC will update you with another email.
 - **REOPENED FOR MORE DOCUMENTS**
 - This means we are missing the required documentation. Follow the directions in the email.
 - Applications that are incomplete as of 14 days before the start of the testing window will be refunded minus the administration fee (see fees page 10).
 - **REJECTED**
 - This means you are not eligible to take the exam. The reason will be explained in the email.
 - Rejected applications will be refunded minus the administration fee (see fees page 10)
 - **APPROVED**
 - This means your application is approved. You will move on to Step 4.

Step 4 – Receive Scheduling Authorization and Schedule Testing Appointment

- Approved candidates will receive an email with their Scheduling Authorization within 11 weeks before the start of the testing window. Scheduling Authorization emails come from notices@ptcny.com. Do not lose this email.
- If you don't receive your Scheduling Authorization email 3 weeks before the start of your testing window, contact PTC.

The Scheduling Authorization includes important information including:

- Your PTC Candidate ID number
- Instructions on how to make your Exam appointment with Prometric.

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.

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 and via remote proctoring managed by Prometric.

Scheduling Examination Appointments

Follow the steps on your Scheduling Authorization to schedule your examination appointment with Prometric.



- Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization.
- **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and/or 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. Check this confirmation carefully and 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/aisc-b>.

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.

Scheduling a Remotely Proctored Examination Appointment

Candidates who select live remote proctored testing acknowledge that this method of testing was voluntarily chosen and consent to all monitoring required to ensure the security and confidentiality of the examination and its contents.

- The examination is monitored in real time and flags noises, movement, and activities in the testing area.
- Proctors can view the screen and utilize the tester's mouse and keyboard until the exam begins.
- The proctor can control the testing session, including pausing, suspending, or cancelling the test based on established rules.

The equipment, appropriate workspace, and a secure and reliable internet connection are **SOLELY the candidate's responsibility**. 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 9.

If you decide to test via live remote proctoring in your home or another quiet distraction-free location, you must provide:

- a computer
- a camera
- a microphone
- a stable internet connection
- a quiet location away from other people, pets, noises, or other distractions

It is recommended that candidates do not test at your workplace such as a medical office or hospital.

Please see the Prometric User guide for specific technical and workspace requirements:
https://www.prometric.com/sites/default/files/2020-04/PrometricProUserGuide_3.1_1.pdf

- We strongly encourage candidates not to use a work computer. Firewall and other security settings may interfere with the loading of the examination.
- A wired internet connection is recommended rather than Wi-Fi, if possible.
- Restroom breaks or breaks of any type are not permitted during a live remote proctored testing session.
- Allowing other people or pets into the testing area will result in termination of your exam and forfeiture of your exam fees.
- Setting and keeping the microphone on mute, blocking, disabling, or leaving camera view will result in the termination of your exam and forfeiture of your exam fees.
- Talking or whispering (even to yourself) will result in the termination of your exam and forfeiture of your exam fees.

Any test interruptions that are not caused by a failure at Prometric are the responsibility of the candidate. If your exam is interrupted, the proctor may end your exam and your exam fees will be forfeited.

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

	Test Center Exam	Live Remote Proctored Exam
Additional cost	No	No
ADA Accommodations offered	Yes	Yes – Extra time and private room accommodations only
Breaks allowed	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.
Equipment needed	None – Computer provided at test center	Candidates provide their own laptop or desktop computer to take the exam. The computer must have: <ul style="list-style-type: none"> • Webcam • Microphone • Secure, reliable internet For complete requirements: www.prometric.com/proproctorcandidate
Testing space needed	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.
Check-in procedure	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.
Monitoring	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/>

Rescheduling Examination Appointments within a Testing Period

Candidates can 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.

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 \$225.00.** After you have transferred once by paying the \$225.00 fee, you will need to pay the full examination fee 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 \$225.00 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.

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 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"> • Non-refundable • Non-transferable • Includes testing center fees • Includes non-refundable \$75 administrative fee
Transfer Fee (Moving to a new testing window; see page 10)	US \$225.00	<ul style="list-style-type: none"> • Applies to candidates who need to move to a new testing period • Must submit new application & fee to PTC
Test Center Rescheduling Fee (29-5 days prior to scheduled appointment; see page 9)	US \$50.00	<ul style="list-style-type: none"> • Applies to candidates who need to move their appointment within their current testing period • Payable directly to Prometric • Reschedule with Prometric online or over the phone

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.

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

AAAM does not have the authority to grant transfers to another testing period or refunds.

TEST ACCOMMODATIONS

AISC.B and PTC support the intent of and comply with the Americans with Disabilities Act (ADA) and 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 is confidential and is not included in scoring or reporting.

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.

To request test accommodations, follow these 4 steps:

1. Download the Request for Test Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660.
2. Complete Test Accommodations Form with your doctor/healthcare professional.
3. Upload the completed and signed Test Accommodations Form with the online exam application.
4. Submit fully both the Test Accommodations Form and the application at least 8 weeks prior to the start of your chosen testing period.

NOTES:

- Only those requests made and received on the official Request for Test Accommodations Form will be reviewed.
- All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.
- If you miss the 8-week deadline, you may not be able to test during your chosen testing period and you will be subject to rescheduling or transfer fees.
- Do not go to www.prometric.com or contact Prometric to request test accommodations as they are not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request Form.
- If you need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on Part 1 of the Request for Test Accommodations Form so that we can notify Prometric in advance.
- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel are not authorized to make any changes to the test accommodations on the day of the testing session and any such change may result in your examination score being canceled.

PREPARING FOR THE EXAMINATION

- Check your driver's license, passport, non-driver state issued ID or U.S. Military ID.
 - 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 ID, 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 Prometric Appointment Confirmation email to make sure everything is accurate (i.e., your first and last name, exam name, appointment date, time, and location).
- Make yourself familiar with the location of your test center and parking options and check the weather and traffic conditions before you leave for the test center. Allow plenty of time 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 this 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.

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 during the examination and must always stay within camera view.
- **CANDIDATES MUST VERBALLY NOTIFY THE PROCTOR BEFORE LEAVING CAMERA VIEW.** Failure to do so may result in termination of your examination and nullifying scores.
- **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/>

WHAT TO EXPECT AT THE TESTING CENTER

- Candidate Check-In
 - Candidates will be asked to:
 - present their IDs.
 - empty and turn out their pockets.
 - walk through a metal detector or get “wanded”.
 - Eyeglasses, jewelry, and other accessories will be inspected.
 - Jewelry other than wedding and engagement rings is prohibited.
 - Leave these at home or place them in your locker.
 - Religious headwear may be worn into the testing room; however, it is subject to inspection by test center staff.
 - Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks, and medical supplies.
 - Water in a clear plastic container (no labels) may be brought into the testing room.
- During the Exam
 - No breaks are scheduled during the exam.
 - Candidates are only permitted to leave the testing room to use the restroom or access food, drink, or medicine from their assigned locker. The exam timer will NOT be paused.
 - Smoking is prohibited at the testing center.
 - All examinations are monitored and may be recorded in both audio and video format.
- Keep in mind:
 - Other exams will be administered at the same time as your examination.
 - You may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided.
 - Prometric is unable to provide a completely noise-free environment.
 - Headphones may be requested to minimize the impact of ambient noise.
 - Proctors will periodically walk through the testing room as part of their monitoring process.
 - See [Prometric's website](#) for more information about what to expect on testing day.

RULES FOR THE EXAMINATION

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

- DO NOT BRING

These items are strictly prohibited at the testing center. Leave these items in your car or your assigned locker.

- Cell phones and all other electronic devices
- Watches
- Jackets/coats/bulky clothing such as sweatshirts
- Hats (except hats worn for religious reasons)
- Jewelry, including watches and wearable technology.



- ⇒ You may NOT access the following at any time during your exam or breaks: papers, books, any reference materials; electronic devices including your cell phone. Candidates may access the following items from their locker: snacks, drinks, medicine, or other personal healthcare items.
- ⇒ No questions concerning the content of the examination may be asked during the examination session. Carefully read the directions that are provided on screen at the beginning of the examination session.
- ⇒ You are prohibited from leaving the testing room while your examination is in session, except for going to the restroom. Candidates who do go to their lockers or the restroom will need to repeat the security screening before being permitted to reenter the testing room. **Candidates who leave the center will have their examinations terminated.**
- ⇒ See [Prometric's statement on Test Center Security](#) for more information.

Contact PTC at (212) 356-0660 or 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.

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 within 15 days of the test appointment. Any comments about the test itself should also be reported to PTC at www.ptcny.com/contact within 15 days of the test appointment.

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.

Confidentiality of Examination Scores

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.

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 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.

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.

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.

EXAMINATION SECURITY

Candidates seeking admission to take the examination do so for the purpose of pursuing registration, and for no other purpose. Because of the confidential nature of the examination, candidates may not make or keep copies, excerpts, or notes of examination materials, and not use or divulge information learned from the examination. The examination is the exclusive property of AISC.B and candidates may not use examination information in any way without the express prior written consent of AISC.B.

The Certification Examination for AIS Coding Specialists is confidential. Candidates are required to sign a confidentiality agreement prior to the start of the examination.

Candidates agree to abide by the testing rules in effect at the time of their test appointment. AISC.B, PTC, and/or Prometric staff may refuse a candidate admission to the examination if they do not have the proper identification as detailed in the Candidate Handbook. Candidates who do not abide by the testing rules may have their exam terminated during the exam administration in order to maintain a secure and proper exam administration and/or exam scores invalidated.

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.
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.

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%

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 \geq 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

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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