

cpc exam cheat sheet

The Certified Professional Coder (CPC) exam is a significant milestone for aspiring medical coders, opening doors to rewarding careers in healthcare. This comprehensive article serves as your ultimate CPC exam cheat sheet, designed to equip you with the essential knowledge and strategies needed to conquer this challenging certification. We'll delve into the core competencies tested, break down crucial coding principles, and offer practical tips for exam day success. Whether you're a seasoned medical professional seeking to specialize or a newcomer to the field, this guide will illuminate the path to CPC certification, ensuring you feel confident and prepared for every question on your CPC exam cheat sheet.

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Understanding the CPC Exam Structure

The CPC exam, administered by the American Academy of Professional Coders (AAPC), is a rigorous assessment of your ability to accurately translate medical diagnoses and procedures into universally recognized alphanumeric codes. The exam consists of 150 multiple-choice questions, and you have a total of 5 hours and 40 minutes to complete it. A significant portion of the exam focuses on applying coding guidelines to real-world medical scenarios. Understanding the breakdown of the exam content is crucial for effective preparation, ensuring your CPC exam cheat sheet covers all essential areas.

CPC Exam Content Areas

The CPC exam is designed to test a broad range of knowledge and skills. The primary domains covered include:

- Anatomy, Physiology, and Medical Terminology (10-15%)
- Coding Guidelines (10-15%)
- Pathology and Disease Processes (10-15%)
- Surgery: Integumentary System (10-15%)
- Surgery: Musculoskeletal System (10-15%)
- Surgery: Respiratory, Cardiovascular, Digestive, Urinary, and Reproductive Systems (10-15%)
- Radiology (5-10%)
- Pathology and Laboratory (5-10%)
- Medicine (10-15%)
- Anesthesia and Management by a Physician (5-10%)

The Importance of Your Codebooks

Your official CPC exam cheat sheet will include the ability to use your current, approved codebooks. These are invaluable resources for looking up codes and referencing guidelines. Familiarity with the structure and indexing of the ICD-10-CM, CPT, and HCPCS Level II codebooks is paramount. Knowing how to efficiently navigate these books will save you precious time during the exam. Think of your codebooks as an extension of your CPC exam cheat sheet, providing instant access to the information you need.

Key Coding Principles for Your CPC Exam Cheat Sheet

Accurate medical coding relies on a deep understanding of fundamental principles. These principles form the bedrock of every correct code assignment and are essential elements of your CPC exam cheat sheet. Mastering these concepts will enable you to confidently apply coding rules to various clinical scenarios.

The Coding Process

The coding process involves several key steps, from understanding the medical documentation to assigning the final codes. Each step is critical for ensuring compliance and accurate reimbursement. Your CPC exam cheat sheet should reflect this methodical approach.

- **Reviewing Documentation:** Thoroughly read and understand the physician's notes, operative reports, and other medical records. Identify the diagnoses, procedures, and services performed.
- **Identifying Key Information:** Extract essential details such as the patient's condition, the specific procedures, the location in the body, and any contributing factors.
- **Assigning Codes:** Utilize the ICD-10-CM, CPT, and HCPCS Level II codebooks to find the most accurate and specific codes that represent the documented services.
- **Applying Modifiers:** When necessary, append modifiers to CPT and HCPCS Level II codes to provide additional information about the service performed.
- **Abstracting Information:** Finally, abstract the assigned codes and necessary modifiers to the appropriate fields for billing and record-keeping.

Coding Guidelines and Conventions

Coding guidelines are the rules and conventions established by coding authorities that dictate how codes should be assigned. Adhering to these guidelines is non-negotiable for accurate coding. Your CPC exam cheat sheet must prioritize understanding these nuances.

- **Official Coding Guidelines:** These are provided by organizations like the Centers for Medicare & Medicaid Services (CMS) and the National Center for Health Statistics (NCHS) for ICD-10-CM.
- **CPT Coding Conventions:** The CPT codebook itself contains specific rules and notes that guide the selection of CPT codes. Pay close attention to "Notes," "Includes," "Excludes," and "See Also" references.
- **HCPCS Level II Conventions:** Similar to CPT, HCPCS Level II also has its own set of conventions that must be followed.
- **Unbundling:** Avoid unbundling services that are meant to be reported with a single code.
- **Upcoding:** Do not assign a code that is higher or more complex than the service actually provided.

Navigating the ICD-10-CM for the CPC Exam

The ICD-10-CM (International Classification of Diseases, Tenth Revision, Clinical Modification) is the standard for classifying diagnoses and symptoms in the United States. Mastering ICD-10-CM coding is a cornerstone of the CPC exam. Your CPC exam cheat sheet needs to thoroughly address its structure and application.

Structure of ICD-10-CM

Understanding the hierarchical structure of ICD-10-CM is crucial for accurate coding. Each code represents a specific diagnosis or condition, with increasing specificity as you move through the alphanumeric characters.

- **Chapters:** ICD-10-CM is organized into 21 chapters, each covering a specific category of disease or injury.
- **Alphabetic Index:** This is the primary tool for looking up codes. You'll start by finding the main term (e.g., "fracture") and then navigating to the specific type of fracture, its location, and any associated conditions.
- **Tabular List:** Once you've identified a potential code in the alphabetic index, you must verify it in the tabular list. This is where you'll find the full code description, any applicable notes, and coding guidelines.
- **Code Assignment:** Always assign the most specific code available based on the documentation.

Key ICD-10-CM Coding Concepts

Several key concepts are essential for accurate ICD-10-CM coding on the CPC exam. These should be prominent features of your CPC exam cheat sheet.

- **Primary Diagnosis:** The condition chiefly responsible for the patient's admission or encounter.
- **Secondary Diagnoses:** Other conditions that coexist at the time of admission or develop subsequently, affecting patient care.
- **External Cause Codes:** These codes describe how an injury or poisoning occurred and are used to collect data for injury prevention and statistics.
- **Manifestations:** Specific signs or symptoms that result from a more general condition.
- **Laterality:** Indicating whether a condition affects the left, right, or bilateral side of the body.

Common ICD-10-CM Coding Challenges

The CPC exam often tests your ability to handle complex scenarios. Being prepared for common challenges will strengthen your CPC exam cheat sheet.

- **Sequencing of Codes:** Understanding the order in which multiple diagnoses should be reported.
- **Linking Codes:** Establishing a cause-and-effect relationship between conditions when appropriate.
- **Code Selection for Acute vs. Chronic Conditions:** Differentiating between acute and chronic states of a disease.
- **Coding for Symptoms vs. Diagnosed Conditions:** Coding the diagnosed condition rather than just the symptom if a definitive diagnosis is documented.

Mastering CPT Codes for the CPC Exam

CPT (Current Procedural Terminology) codes are used to describe the medical services and procedures performed by healthcare professionals. Proficiency in CPT coding is a significant component of the CPC exam. Your CPC exam cheat sheet should be heavily focused on CPT code application.

Understanding CPT Code Structure

CPT codes are typically five-digit alphanumeric codes. They are organized into three categories, with Category I being the most frequently tested on the CPC exam.

- **Category I:** These codes represent services and procedures that are consistent with current medical practice and have widespread use. They are organized into six sections: Evaluation and Management (E/M), Anesthesia, Surgery, Radiology, Pathology & Laboratory, and Medicine.
- **Category II:** These are supplemental tracking codes used for performance measurement and quality assessment. They are optional.
- **Category III:** These are temporary codes for emerging technology, services, and procedures.

Key CPT Coding Sections to Focus On

Certain sections of the CPT codebook are more heavily weighted on the CPC exam. Prioritizing these areas will make your CPC exam cheat sheet more effective.

- **Evaluation and Management (E/M):** This section covers office visits, hospital visits, consultations, etc. Understanding the components of an E/M service (history, exam, medical decision-making) is critical.
- **Surgery:** This is a vast section covering all surgical procedures. You'll need to be familiar with coding for different body systems and the specific techniques used.
- **Radiology:** This includes diagnostic imaging, interventional radiology, and radiation oncology.
- **Pathology & Laboratory:** This section covers diagnostic tests and procedures performed in the laboratory.
- **Medicine:** This section covers a wide range of services, including cardiology, gastroenterology, neurology, and more.

CPT Coding Principles and Guidelines

The CPT codebook is filled with specific guidelines and conventions that must be followed. Your CPC exam cheat sheet should highlight these.

- **Unlisted Procedures:** Codes for procedures that do not have a specific CPT code assigned. They require a detailed operative report and a rationale for the code used.
- **Separate Procedures:** Certain procedures are considered integral to a larger procedure and should not be reported separately unless performed independently.
- **Add-on Codes:** Codes that are used in conjunction with a primary procedure code to describe additional services or work performed.
- **Time-Based Coding:** For some services, coding is based on the time spent with the patient.

Understanding HCPCS Level II Codes

HCPCS Level II codes are used to report services and supplies not covered by CPT codes, such as durable medical equipment (DME), ambulance services, drugs, and other ancillary services. These are also a crucial part of your

HCPCS Level II Structure and Categories

HCPCS Level II codes are alphanumeric and begin with a letter, followed by four digits. They are organized into various categories to facilitate coding.

- **A Codes:** Primarily for transportation, medical and surgical supplies, administrative and miscellaneous services.
- **B Codes:** Services for patients in ESRD facilities, diagnostic slug.
- **C Codes:** For services and devices provided to Medicare beneficiaries in a hospital outpatient department.
- **D Codes:** Dental services.
- **E Codes:** Durable Medical Equipment (DME).
- **G Codes:** Procedures and professional services that are not CPT codes.
- **H Codes:** Healthcare quality advancement pool.
- **K Codes:** Miscellaneous durable medical equipment, prosthetics, orthotics, supplies.
- **L Codes:** Medical and surgical supplies, orthotics, prosthetics, and more.
- **P Codes:** Professional services (pathology and laboratory).
- **Q Codes:** Temporary codes assigned by the CMS.
- **R Codes:** Diagnostic radiology services.
- **S Codes:** Services not included in CPT or HCPCS Level II.
- **T Codes:** National codes for Medicare.
- **V Codes:** Vision and hearing services.
- **Most Common:** E, K, and V codes are frequently tested on the CPC exam.

When to Use HCPCS Level II Codes

It's essential to know when HCPCS Level II codes are appropriate. Your CPC exam cheat sheet should clearly define these scenarios.

- **Durable Medical Equipment (DME):** Items like wheelchairs, walkers, and oxygen.

- **Medical Supplies:** Bandages, syringes, and other disposable items.
- **Ambulance Services:** Transportation to and from medical facilities.
- **Prosthetics and Orthotics:** Artificial limbs, braces, and other supportive devices.
- **Certain Drugs and Biologicals:** Injectable medications administered by a physician.

Modifiers: Essential for CPC Exam Success

Modifiers are two-digit codes (or an alphanumeric combination in HCPCS Level II) that are appended to CPT or HCPCS Level II codes to provide additional information about the service performed. They are critical for accurate billing and claim submission, making them a vital part of your CPC exam cheat sheet.

Understanding the Purpose of Modifiers

Modifiers are used to explain circumstances that might alter the coding of a procedure or service without changing its basic definition. They ensure that the reported services accurately reflect the clinical situation.

Commonly Used CPT Modifiers

Familiarity with frequently used CPT modifiers is essential for the CPC exam. Your CPC exam cheat sheet should list these with their definitions.

- **-24:** Unrelated E/M service by the same physician during a post-operative period.
- **-25:** Significant, separately identifiable E/M service by the same physician on the same day as a procedure or service.
- **-26:** Professional component.
- **-50:** Bilateral procedure.
- **-51:** Multiple procedures.
- **-52:** Reduced services.
- **-58:** Staged or related procedure or service by the same physician during the post-operative period.
- **-59:** Distinct procedural service.
- **-78:** Unplanned return to the operating room by the same physician

following initial procedure for related procedure during post-op period.

- **-79:** Unrelated procedure or service by the same physician during the post-operative period.

Commonly Used HCPCS Level II Modifiers

HCPCS Level II modifiers often provide additional details about specific services or provider types.

- **-LT:** Left side.
- **-RT:** Right side.
- **-LC:** Left circumflex, coronary artery.
- **-RC:** Right coronary artery.
- **-LD:** Left anterior descending coronary artery.
- **-E1:** Upper left eyelid.
- **-E2:** Lower left eyelid.
- **-E3:** Upper right eyelid.
- **-E4:** Lower right eyelid.

Anatomy, Physiology, and Medical Terminology: Building Blocks for Your CPC Exam Cheat Sheet

A strong foundation in anatomy, physiology, and medical terminology is crucial for understanding medical documentation and assigning accurate codes. This knowledge forms the backbone of your CPC exam preparation, making these foundational elements indispensable for your CPC exam cheat sheet.

Key Anatomical Systems

The CPC exam will test your knowledge of various body systems. Focus on understanding the basic structure and function of each.

- **Integumentary System:** Skin, hair, nails.
- **Musculoskeletal System:** Bones, muscles, joints, ligaments, tendons.

- **Respiratory System:** Lungs, airways, diaphragm.
- **Cardiovascular System:** Heart, blood vessels.
- **Digestive System:** Esophagus, stomach, intestines, liver, pancreas.
- **Urinary System:** Kidneys, bladder, ureters, urethra.
- **Reproductive System:** Male and female reproductive organs.
- **Nervous System:** Brain, spinal cord, nerves.
- **Endocrine System:** Glands and hormones.
- **Hematologic and Lymphatic Systems:** Blood, lymph nodes.

Understanding Medical Terminology

Medical terms are often composed of prefixes, suffixes, and root words. Breaking down these terms will help you decipher medical documentation.

- **Prefixes:** Added to the beginning of a word to modify its meaning (e.g., "hyper-" meaning excessive, "hypo-" meaning deficient).
- **Root Words:** The core meaning of a word (e.g., "cardi-" referring to the heart, "nephr-" referring to the kidney).
- **Suffixes:** Added to the end of a word to change its meaning or function (e.g., "-itis" meaning inflammation, "-ectomy" meaning surgical removal).

Physiology Basics

Understanding how the body functions is essential for interpreting diagnoses and procedures. Your CPC exam cheat sheet should include basic physiological concepts.

- **Homeostasis:** The body's ability to maintain a stable internal environment.
- **Cellular Function:** The basic units of life and their processes.
- **Organ System Functions:** How each system contributes to overall health.

Understanding Medical Necessity and Payer Guidelines

Medical necessity and payer guidelines are critical for proper reimbursement and compliance. These concepts are frequently tested on the CPC exam. Ensure your CPC exam cheat sheet incorporates these vital aspects.

What is Medical Necessity?

Medical necessity refers to the documented determination by a healthcare provider that a healthcare service or product is necessary to treat a patient's illness or injury, or to improve the patient's functioning. It means the service is appropriate for the patient's condition and is not for the patient's convenience.

Payer Guidelines and Reimbursement

Different payers (e.g., Medicare, Medicaid, private insurance companies) have their own specific policies and guidelines for coding and reimbursement. Understanding these variations is crucial.

- **Medicare Guidelines:** Medicare has extensive guidelines for coding and billing, including LCDs (Local Coverage Determinations) and NCDs (National Coverage Determinations).
- **Commercial Payer Policies:** Private insurance companies also have their own policies, which can vary significantly.
- **Medical Review:** Payers may conduct medical reviews to ensure that services billed are medically necessary and documented appropriately.

Documentation Requirements

The accuracy of your codes directly depends on the quality of the medical documentation. Your CPC exam cheat sheet should emphasize this.

- **Complete and Accurate Records:** All documentation must be legible, complete, accurate, and timely.
- **Physician Signature:** Medical records must be signed and dated by the physician or authorized healthcare provider.
- **Specific Diagnoses:** Diagnoses must be specific and supported by the documentation.
- **Procedure Details:** For surgical procedures, operative reports must

detail the work performed, including the techniques used and the anatomical locations.

Effective Study Strategies for the CPC Exam

Preparing for the CPC exam requires a structured and consistent approach. Implementing effective study strategies will significantly enhance your chances of success. These strategies are the foundation of your CPC exam cheat sheet.

Develop a Study Plan

A well-structured study plan ensures that you cover all the necessary material without feeling overwhelmed. Your CPC exam cheat sheet begins with a solid plan.

- **Assess Your Strengths and Weaknesses:** Identify the areas where you need the most improvement.
- **Create a Schedule:** Allocate specific times for studying each day or week.
- **Set Realistic Goals:** Break down the material into manageable chunks.
- **Utilize Practice Exams:** Regularly take practice exams to gauge your progress and identify areas for further study.

Utilize Study Resources

A variety of resources can support your CPC exam preparation. Your CPC exam cheat sheet should be built upon these valuable tools.

- **AAPC Study Materials:** The AAPC offers official study guides, practice exams, and online courses.
- **Textbooks and Workbooks:** Comprehensive textbooks and coding workbooks provide in-depth explanations and practice exercises.
- **Online Coding Forums and Communities:** Engaging with other students and experienced coders can offer valuable insights and support.
- **Flashcards:** Create flashcards for key terms, codes, and concepts.

Practice, Practice, Practice

The key to mastering the CPC exam is consistent practice. The more you practice, the more comfortable you'll become with the coding process and the exam format.

- **Code Medical Scenarios:** Work through as many medical scenarios as possible, applying the coding principles you've learned.
- **Timed Practice Exams:** Simulate exam conditions by taking timed practice tests to improve your speed and accuracy.
- **Review Incorrect Answers:** Carefully analyze why you missed questions and reinforce your understanding of those areas.

Exam Day Tips and Tricks

On exam day, being prepared mentally and physically can make a significant difference. These practical tips will help you navigate the exam with confidence. Consider these the final touches to your CPC exam cheat sheet.

Logistics and Preparation

Ensure you have all necessary items and arrive at the testing center well-prepared.

- **Know Your Testing Location:** Familiarize yourself with the route and parking arrangements.
- **Get Adequate Rest:** Ensure you get a good night's sleep before the exam.
- **Eat a Healthy Meal:** Fuel your body and mind with a nutritious meal.
- **Bring Required Identification:** Have your valid, government-issued photo ID ready.
- **Check Testing Center Rules:** Understand what items are permitted and prohibited.

During the Exam

Manage your time effectively and approach each question strategically.

- **Read Each Question Carefully:** Pay close attention to the details and

keywords in each scenario.

- **Utilize Your Codebooks Efficiently:** Practice using the index and tabular list to quickly locate codes.
- **Don't Get Stuck:** If a question is proving difficult, mark it and move on. You can return to it later if time permits.
- **Eliminate Incorrect Answers:** Use your knowledge to cross out options that are clearly wrong.
- **Trust Your Gut:** If you've thoroughly studied, your initial instinct is often correct.
- **Stay Calm and Focused:** Take deep breaths if you feel anxious.

Conclusion: Your Path to CPC Certification

Conquering the CPC exam is an achievable goal with dedicated preparation and a strategic approach. This comprehensive guide has provided you with the essential elements of a robust CPC exam cheat sheet, covering everything from exam structure and core coding principles to specific code sets like ICD-10-CM, CPT, and HCPCS Level II. We've also highlighted the importance of modifiers, foundational medical knowledge, payer guidelines, and effective study strategies. By consistently applying the knowledge and techniques outlined here, and by practicing diligently, you will significantly enhance your readiness for the CPC exam. Your commitment to mastering these areas is the key to your success and the beginning of a fulfilling career in medical coding.

Frequently Asked Questions

What are the essential elements to include in a CPC exam cheat sheet?

A good CPC cheat sheet should cover ICD-10-CM and CPT code structures, common modifiers, anatomy and physiology terms, medical terminology, payer guidelines, and potentially key sections of coding conventions (like 'Not Elsewhere Classified' or 'Unspecified'). It's also helpful to have quick reference tables for common procedures or diagnoses.

How can I make my CPC exam cheat sheet most effective for memorization and quick recall?

Focus on creating concise summaries, using mnemonics, color-coding for different code sections, and organizing information logically. Practice using your cheat sheet during mock exams to simulate real-time retrieval. Avoid overcrowding; prioritize the most critical information.

Are there specific ICD-10-CM or CPT coding conventions that are frequently tested and should be prioritized on a cheat sheet?

Yes, conventions like the use of 'NEC' (Not Elsewhere Classified) and 'NOS' (Not Otherwise Specified), guidelines for sequencing primary and secondary diagnoses, and understanding the structure of CPT codes (e.g., evaluation and management, surgery sections) are crucial. Also, be sure to note guidelines for bilateral procedures and time-based coding.

What types of modifiers are most important to have on a CPC exam cheat sheet?

Prioritize commonly used modifiers that impact payment or indicate specific circumstances, such as -24 (unrelated E/M service by the same physician during a post-op period), -25 (significant, separately identifiable E/M service on the same day as another procedure or service), -50 (bilateral procedure), -59 (distinct procedural service), and -LT/-RT (left/right).

Should my CPC exam cheat sheet include medical terminology or abbreviations?

Yes, including a section with common medical abbreviations and key anatomical terms can be very helpful for quickly understanding operative reports and physician documentation. Focus on abbreviations and terms frequently encountered in common specialty areas tested on the CPC exam.

What are the rules regarding using a cheat sheet during the actual CPC exam?

The AAPC strictly prohibits the use of pre-prepared cheat sheets, notes, or any external resources during the CPC exam. You are allowed to use your officially approved CPT, ICD-10-CM, and HCPCS codebooks, which you can tab and highlight according to their guidelines. Familiarize yourself with the AAPC's exam policies.

Beyond coding rules, what else is beneficial to have on a 'practice' cheat sheet for studying?

For studying purposes, it's beneficial to include common payer policies or denials you've encountered, quick decision trees for selecting specific code types (e.g., E/M levels), reminders for documentation requirements for certain procedures, and a list of frequently used procedures with their associated codes for quick reference.

Additional Resources

Here are 9 book titles related to the concept of a CPC exam cheat sheet, presented in a numbered, italicized list with descriptions:

1_CPC Exam Success: The Quick Reference Guide_

This book is designed as a condensed resource for individuals preparing for the Certified Professional Coder (CPC) exam. It highlights key medical

terminology, CPT codes, ICD-10-CM codes, and HCPCS Level II codes, offering a quick review of essential concepts. The format is intended for rapid recall of critical information, acting as a last-minute study aid or an on-the-go reference.

2_Mastering CPC Coding: Essential Mnemonics and Shortcuts_

Focusing on effective memorization techniques, this guide provides a collection of mnemonics and practical shortcuts for CPC exam preparation. It breaks down complex coding rules into easily digestible pieces, making challenging concepts more approachable. The book aims to equip coders with strategies to confidently navigate the exam and recall important coding principles under pressure.

3_The Coder's Pocket Pal: A CPC Exam Aide_

This compact volume serves as a portable reference for CPC exam candidates, summarizing critical coding guidelines and common coding scenarios. It emphasizes the most frequently tested areas, offering concise explanations and practical tips. The pocket-sized format makes it ideal for study sessions in various locations, providing quick access to vital information.

4_Decoding the CPC Exam: A Simplified Approach_

This book offers a streamlined approach to understanding the complexities of the CPC certification exam. It distills vast amounts of coding information into manageable sections, focusing on high-yield topics and common pitfalls. The simplified language and clear explanations are designed to build confidence and reinforce understanding of core coding principles.

5_CPC Exam Blueprint: Targeted Strategies for Success_

This title provides a strategic roadmap for tackling the CPC exam, outlining key areas to focus on and effective study methodologies. It aims to demystify the exam structure and provide targeted strategies for maximizing performance. The book offers insights into question types, time management, and the critical thinking skills needed for success.

6_The CPC Code Breaker: Quick Tips for Exam Mastery_

This resource presents a series of quick tips and actionable advice designed to help coders "break through" the challenges of the CPC exam. It offers concise explanations of often-confusing coding rules and provides practical approaches to common coding scenarios encountered on the test. The focus is on rapid assimilation of key knowledge for peak exam performance.

7_CPC Exam Confidence Booster: Essential Code Snippets_

This book is crafted to build confidence in CPC exam takers by presenting essential code snippets and their applications in a clear and accessible manner. It focuses on reinforcing knowledge of specific codes and their proper usage, along with common modifier applications. The goal is to provide coders with readily recallable information to boost their certainty during the exam.

8_Navigating the CPC Exam: A Concise Guide to Coding Rules_

This guide offers a focused exploration of the essential coding rules and guidelines relevant to the CPC certification exam. It prioritizes clarity and conciseness, presenting complex regulations in an understandable format. The book serves as a valuable tool for quick review and reinforcement of the foundational knowledge required for passing the exam.

9_The CPC Exam Quick Study: Key Concepts and Formulas_

This publication is designed for rapid review of the most critical concepts and formulas tested on the CPC exam. It condenses essential information,

including coding guidelines, anatomical terms, and common coding methodologies, into an easily digestible format. The book aims to provide a final boost of knowledge for coders as they prepare for their certification.

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