

EXAMINATIONS BY PSI SERVICES LLC

The Board of Medical Specialty Coding and Compliance (BMSC) has contracted with PSI Services LLC (PSI) to deliver their exams.

ELIGIBILITY FOR THE EXAMINATION

Once you have been approved by BMSC, you will receive an email confirmation from PSI. You are responsible for contacting PSI to schedule the examination. Your eligibility is valid for one examination attempt.

INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at <https://candidate.psiexams.com>. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select Certification/Professional Associations and then select the link associated with the BMSC examination. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE SCHEDULING

To schedule an examination by phone, please call (855) 579-4642. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination by 4pm PT.*

Note: A voice mail or email message is not an acceptable form of cancellation. Please use the telephone system and speak to a Customer Service Representative, or you may go online to cancel.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid and you will not be able to take the examination as scheduled, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must get pre-approved by the sponsor.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (855) 579-4642. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site.*

REQUIRED IDENTIFICATION

Examination fees are non-refundable and nontransferable.

Candidates need to provide two (2) valid forms of identification. Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued ID.



All required identification below must match the first and last name under which the candidate is registered.

PRIMARY IDENTIFICATION - Choose One

- State issued driver’s license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

SECONDARY IDENTIFICATION - Choose One

- Credit Card
- Library Card
- Costco Card

Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

SECURITY PROCEDURES

Candidates will receive scratch paper and a pencil at the test site.

The following items are not permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks and goodluck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.

EXAMINATION RESULTS

Candidates will receive their scores at test site

*Electronic code look-up systems are **NOT** allowed in the testing room. A hard copy coding manual is the **only** allowable resource. The hard copy coding manual may have commercially produced, pre-printed alpha tabs or tabular section dividers (A through Z) that are affixed. Post-It notes, loose papers or any other papers attached by any means are **NOT** allowed. You may have annotations written on the coding manual pages including the notes pages at the back of the manual but must be free of any notes containing coding rules and guidelines from other reference materials (for example, Coding Clinic, Home Health ICD-10-CM Coding Answers, and similar materials). The testing center staff (proctor) reserves the right to deny code books that contain excessive writing and information that may give the candidate an unfair advantage.

Exam Title	Materials Allowed	Books/References Allowed
2021 Homecare Coding Specialist - Diagnosis ICD-10	Scratch Paper Pencil	<p>Only <u>ONE</u> of the following manuals may be taken into the testing room:</p> <ul style="list-style-type: none"> • <i>Decision Health Complete Home Health ICD-10-CM Diagnosis Coding Manual, 2022 Edition</i> • <i>Decision Health Complete Home Health ICD-10-CM Diagnosis Coding Manual, 2021 Edition</i> • <i>Decision Health Complete Home Health ICD-10-CM Diagnosis Coding Manual, 2020 Edition</i> • <i>Any other vendor’s ICD-10 coding manual (2020, 2021 or 2022 Edition)</i> <p>In addition to the above referenced coding manual, the FY2021 Official Guidelines provided here may be taken into the testing room. NOTE: Only the watermarked guidelines provided through this link will be allowed in the testing room as an additional resource.</p>



Home Care Specialist - Compliance	Scratch Paper Pencil	<i>No References Allowed</i>
Homecare Clinical Specialist - OASIS	Scratch Paper Pencil	<p>The OASIS Form Companion Guide or Instant OASIS Answers Reference Guide (bound or spiral version), consisting of the following documents:</p> <ul style="list-style-type: none"> • *OASIS Assessment form • *OASIS-D1: OASIS Update for CY 2020 • *OASIS-D Guidance Manual (chapter 1) • *OASIS Guidance Manual (chapter 3) • *OASIS-D Guidance Manual Errata • *Wound Ostomy Continence Nurses Society Guidance on OASIS Integumentary Item • *OASIS Considerations for Medicare PDGM Patients • *OASIS-D Static Questions & Answers • *CMS Quarterly Q&A's <p>* The candidate may supplement this guide with the published quarterly Q&As. Version year 2020 or 2021 is acceptable. Note, BMSC recommends the current version year, 2021, when taking the HCS-O exam. In lieu of purchasing the above resources, the candidate may download the materials from various regulatory sites; however, the materials MUST be clearly labeled and bound in ONE binder. If the proctor cannot clearly identify the allowable resources, the candidate will not be allowed to take the resources into the testing room.</p>
Homecare Coding Specialist - Hospice	Scratch Paper Pencil	<p>Only <u>ONE</u> of the following manuals may be taken into the testing room:</p> <ul style="list-style-type: none"> • <i>Decision Health Complete Home Health ICD-10-CM Diagnosis Coding Manual, 2022 Edition</i> • <i>Decision Health Complete Home Health ICD-10-CM Diagnosis Coding Manual, 2021 Edition</i> • <i>Decision Health Complete Home Health ICD-10-CM Diagnosis Coding Manual, 2020 Edition</i> • <i>Any other vendor's ICD-10 coding manual (2020, 2021 or 2022 Edition)</i> <p>In addition to the above referenced coding manual, the FY2021 official guidelines provided here may be taken into the testing room. NOTE: Only the watermarked guidelines provided through this link will be allowed in the testing room as an additional resource.</p>