



Certified Billing and Coding Specialist (CBCS) Practice Analysis Study

EXECUTIVE SUMMARY

The practice analysis described in this report was completed in 2020 for the National Healthcareer Association's (NHA) Certified Billing and Coding Specialist (CBCS) examination. The purpose of the practice analysis was to describe the job activities (i.e., tasks performed and knowledge needed) of the billing and coding specialist in sufficient detail to provide a basis for the development of a professional, job-related certification examination.

Ascend Learning, the parent company of NHA, facilitated the selection of a Practice Analysis Task Force (PATF) to conduct the activities necessary to identify the responsibilities of a billing and coding specialist, and to develop the detailed test plan. The diversity of this group was reflective of the billing and coding specialist's job. All PATF members demonstrated expertise in the duties and activities associated with this profession.

The study involved the development of a job analysis survey, distribution of the survey to current billing and coding specialists, and an analysis of the responses. The detailed test plan for the CBCS exam was developed based on these data. The PATF and independent SME groups identified the following four domains:

- Domain 1: The Revenue Cycle and Regulatory Compliance
- Domain 2: Insurance Eligibility and Other Payer Requirements
- Domain 3: Coding and Coding Guidelines
- Domain 4: Billing and Reimbursement

A large-scale online survey was administered to verify the delineation and to gather data to be used in creating a revised content outline and test specifications for the CBCS examination. The entire population of active CBCS certification holders from NHA's database (approximately 11,800) was invited to participate in the survey. Six hundred ninety-six (696) eligible respondents completed the survey.

After the survey data were analyzed, the results were reviewed with the PATF and decision rules were established. These rules were used to determine which tasks and knowledge areas were appropriate for assessment and therefore inclusion in the final detailed test plan. The PATF deemed that the validation evidence was sufficient to validate the inclusion of all 27 tasks and all the knowledge in the updated content outline for the CBCS examination. The resulting detailed test plan for NHA's CBCS will be used by Ascend Learning to assemble examinations, with each multiple-choice exam being comprised of 100 scored items and 25 un-scored pretest items.