



## Application for Certification Renewal

- (HCS-D) Home Care Coding Specialist Diagnosis** \$69.00 **OR** \$89.00 (\$20 late fee)
- (CCP-P) Certified Compliance Professional Physician** \$69.00 **OR** \$89.00 (\$20 late fee)
- (SCP) Specialty Coding Professional**\_\_\_\_\_ (specialty) \$69.00 **OR** \$89.00 (\$20 late fee)
- (ACS) Advanced Coding Specialist**\_\_\_\_\_ (specialty) \$89.00 **OR** \$109.00 (\$20 late fee)

<b>Individual Data</b>
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Name (as it appears on your certificate)	Credential/Specialty	Certification Date
Title	Organization	
Street Address	City	State    Zip
Phone	Fax	E-Mail (to receive annual reminders and tests status)

Please see page 2 for instructions on submitting CEUs.  
 Questions regarding the renewal process may be directed to one of our representatives at (800) 897-4509, or via email at [info@medicalspeciallycoding.com](mailto:info@medicalspeciallycoding.com).

**NOTE:** Applications containing more than 5 pages of documentation **MUST BE FAXED** to 301-287-2914

<b>Continuing Education Units Record</b> <b>10 CEUs required for HCS-D, CCP-P and SCP renewal.</b> <b>12 CEUs required for ACS renewal</b>
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Activity Date	Format	Pre-Approved?	CEUS
<i>Sample</i> <i>January 14, 2009</i>	<i>Audioseminar</i>	<i>Yes</i>	<i>3</i>
1			
2			
3			
4			
5			
6			
7			
8			

Mail or Fax completed form to:  
 Board of Medical Specialty Coding (Attn: Registrar)  
 Two Washingtonian Center  
 9737 Washingtonian Blvd., Ste 100  
 Gaithersburg, MD 20878-7364  
 Fax: (301) 287-2914

**Instructions on submitting Continuing Education Units**  
**10 CEUs required for HCS-D CCP-P and SCP renewal.**  
**12 CEUs required for ACS renewal.**

There are three ways you can earn CEUs:

**1. Educational Events (seminars, workshops, audioseminars, etc.)**

To submit CEUs for **pre-approved** events, please include the following:

- Number of hours dedicated to coding education
- Copy of your certificate of attendance or completion

To submit CEUs for events **NOT pre-approved**, please include the following:

- Copy of the course agenda, including course objectives and name of sponsoring organization
- Name of presenter/s (include credentials, if applicable)
- Copy of your certificate of attendance or completion (if given)
- Number of hours dedicated to coding education (see guidelines on how to calculate CEU amount)
  - General coding educational events BMSC awards 1 CEU per 2 hours of education
  - Relevant specialty educational events BMSC awards 1 CEU per 1 hour of education

**2. Publications**

Review an article you've read in a publication related to your specialty, and in writing, state what you've learned and how it will change the way you code and bill claims for your practice. Provide CPT, HCPCS and ICD-9 codes as appropriate. Include the name of publication, article title, and date of publication on your submission.

Review a scenario and describe, in writing, what you've learned from the coding scenario and how you can apply what you've learned to your practice. Provide codes as appropriate. Include the name of the publication, date of publication, page numbers of scenarios you are referencing on your submission.

**3. Teaching or Presenting**

Developing, presenting and/or teaching relevant content will be approved for double-weighted CEU credit based on the event CEU rate on a case-by-case basis by BMSC. Please submit the following to BMSC to have your presentation approved for CEUs:

- Resources used in the presentation
- Brief synopsis of the educational event (date, timeframe, audience, etc.)

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**Payment Information:**

Credit Card       VISA    MC    AMEX

Card # \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Expiration

Check Enclosed (Payable to Registrar, Board of Medical Specialty Coding, TIN 52-2205881)

Mail or Fax completed form to:  
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Gaithersburg, MD 20878-7364  
Fax: (301) 287-2914