



2025 RCMS-KSA Preparation Course Instructions

Congratulations on your enrollment in the AAPC RCMS-KSA Preparation distance learning course! This course will teach you about revenue cycle management and help to prepare you for the RCMS-KSA certification exam.

There are no shippable textbooks for this course—the textbook for this course is an eBook. An eBook redemption code will be mailed to you within 1-2 business days of enrollment. Make sure to follow the instructions in the email to redeem and view eBook. (Note: Already have an account with Vital Source Bookshelf, log into your existing account and redeem code to add to your existing library.)

Course Timeline:

This course is a 4-month course from the *date of purchase*. An additional grace period of 2 months will be given, and additional time may be purchased by the student. The RCMS-KSA Prep course is an 80-clock hour course. Note that the 80 clock hours accounts only for time spent in the online course and does not include time spent outside the course reading or study time, which varies widely depending on the individual.

You will be emailed notification reminders as you near your last day for course access. If you purchased multiple courses at once, you will be given the total time for each individual course added together.

Getting Started with the Course:

1. View the Orientation video on the Home page. This video contains important information and will show you how to navigate the course & Blackboard.
2. After you view the Orientation video, click on Chapter 1 to start the course. All assignments are located in individual chapters in the left navigation, or you can find a full list of assignments in the Assignments link. Work from the top of the chapter folder down to the chapter review exam, and then move on to Chapter 2. Complete each chapter in order until you end with the final exam for the course.

Reviewing Your Completed Assignments/Tests:

If you would like to review your completed Chapter Review Exams or other assignments, *do not* go back into the test or it will be counted as another attempt. Instead, follow these instructions:

1. Click on the 'My Grades' link in the left navigation within the course.
2. Click on the name of the assignment or test you want to view.
3. Click on the grade you received to access the assignment results.

The answers you submitted along with the correct answers will be listed. Detailed results from the Final Exam will not be shown, so that the integrity of the exam may be protected.



Required Assignments and Scores:

To receive the certificate of completion for this course you are required to complete each of the practical application chapter assignments and quizzes *and* to obtain a minimum 70% passing score on each of the following:

- Chapter Review Exams
- Final Exam
- Total Grade

You will be allowed unlimited attempts on the Chapter Quizzes, and a single attempt at the Practical Applications. The Chapter Review Exams & the Final Exam will be accessible two times if a second attempt is needed to achieve a passing score. The higher score of the two will be listed as your final score. If you need more than 2 attempts on any exam, please contact the coaching staff.

Your final grade for the course will be weighted as follows:

- Total Average of Chapter Quizzes: 10%
- Total Average of Practical Applications: 20%
- Total Average of Chapter Review Exams: 50%
- Final Exam: 20%

Need Help?

If you have any questions about the course content, please email our coaching staff at internationaltraining@aapc.com. Please allow 1-2 business days for a reply.

Thank you again for choosing AAPC. Best wishes as you complete your course and move forward toward certification—we sincerely want you to succeed!

AAPC Distance Learning Staff
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