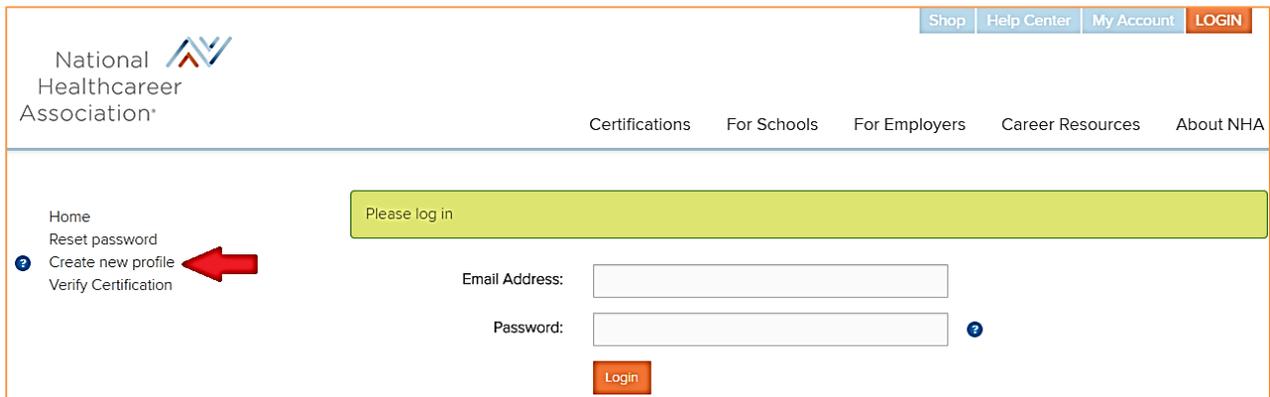


How to Access NHA Test Prep & Register for the National Exam
(Call **Customer Service** 800-499-9092 for help)

1. Go to the NHA Website: www.nhanow.com and click on the orange **“Login”**



2. Click **“Create New Profile”**



3. Under Organization you must associate with University of Phoenix – **Very Important Step!**

(*) denotes a required field

Account information

Email address *

Password ?

Confirm password

Organization information

Organization Type *

 Organization *

4. Agree to Terms and Conditions and click **“Register”**

Ethnicity

Terms and Conditions

**ASSESSMENT TECHNOLOGIES INSTITUTE, LLC
NATIONAL HEALTHCAREER ASSOCIATION
THE TERMS AND CONDITIONS SET OUT BELOW ARE A LEGAL AGREEMENT**

(“AGREEMENT”) BETWEEN YOU AND ASSESSMENT TECHNOLOGIES INSTITUTE, LLC (“ATI”), THROUGH ITS NATIONAL HEALTHCAREER ASSOCIATION DIVISION (“NHA”) AND GOVERN YOUR USE OF NHA CERTIFICATION EXAMS, NHA STUDY MATERIALS AND ALL RELATED MATERIALS, WHETHER DELIVERED BY SHIPMENT OR ACCESSED ONLINE (COLLECTIVELY REFERRED TO HEREIN AS “NHA PRODUCTS”) MADE AVAILABLE TO YOU BY NHA, INCLUDING BUT NOT LIMITED TO, THROUGH NHA’S ONLINE SERVICES (“NHA ONLINE SERVICES”), YOU MUST AGREE TO THESE TERMS BEFORE ESTABLISHING AN ACCOUNT WITH NHA AND BEFORE YOU ACCESS ANY NHA PRODUCTS. TO AGREE TO THESE TERMS, CLICK “AGREE.” IF YOU DO NOT AGREE TO THESE TERMS, DO NOT CLICK “AGREE” AND, INSTEAD, CONTACT NHA CUSTOMER SERVICE. IF YOU DO NOT CLICK “AGREE”, YOU WILL NOT BE ABLE TO CREATE AN ACCOUNT WITH NHA AND YOU SHOULD NOT ACCESS THE NHA PRODUCTS.

ATI and NHA are U.S.-based businesses, operating in and from the United States.

Yes, I Agree. I have read, understand, and agree to be bound by all of the above ATI/NHA Terms and Conditions. *



Click the check box to agree to Terms and Conditions

If you are having technical problems, please email: info@nhanow.com

5. Click **“Shop”**

The screenshot shows the NHA website interface. At the top right, there is a navigation bar with links for 'Shop', 'Help Center', 'My Account', and 'LOGOUT'. A red arrow points to the 'Shop' link. Below this, there are links for 'Certifications', 'For Schools', 'For Employers', 'Career Resources', and 'About NHA'. On the left side, there is a sidebar menu with categories like 'Home', 'INFORMATION', 'STUDY MATERIALS', 'APPLICATIONS', and 'Results'. The main content area features a 'Notifications' section with a green banner that says 'Welcome to the Cert Portal!' and 'Welcome to your account!' dated Jun 16 2017. Below the banner, there are links for 'Answers to Frequently Asked Questions:' and a list of topics including 'Enrolling in Courses', 'How Candidates Order and Pay for Study Materials on Their Own', 'Accessing and Using Online Practice Tests', and 'Accessing and Using Online Study Materials'.

6. Choose **CBCS, CMAA or CEHRS Professions depending on your Trade**

The screenshot shows the NHA online store interface. On the left side, there is a sidebar menu with links for 'Home', 'Back to My Account', 'ACCOUNT INFORMATION', 'Professions', 'Billing & Coding Specialist (CBCS)', 'CCMA 2.0 - Medical Assistant', 'EKG Technician (CET)', 'Electronic Health Records Specialist (CEHRS)', 'ExCPT Pharmacy Technician (CPHT) 2.0', 'Medical Administrative Assistant (CMAA)', and 'Patient Care Technician/Assistant (CPCT/A)'. Red arrows point to the 'Billing & Coding Specialist (CBCS)', 'Electronic Health Records Specialist (CEHRS)', and 'Medical Administrative Assistant (CMAA)' links. The main content area features a blue banner that says 'Welcome to the NHA online store'. Below the banner, there is a paragraph explaining that users will find applications for exam registration plus all NHA study materials and practice tests. There are two sections: 'Exam Application:' and 'Exam Preparation*:', each with a brief description and a list of bullet points. The 'Exam Application' section includes instructions on how to register for an exam and add it to the cart. The 'Exam Preparation*' section includes instructions on how to choose a profession and access preparation materials. The 'Additional Items for Pharmacy Technicians:' section is partially visible at the bottom.

7. Must select Online Study + Online Practice Test for your desired Trade (CBCS, CMAA or CEHRS)

Home / Professions / Billing & Coding Specialist (CBCS)

Back to My Account

ACCOUNT INFORMATION
Account Details
Log out
Cart (1 - \$35.00)
Check out

Professions
Billing & Coding Specialist (CBCS)
CCMA 2.0 - Medical Assistant
EKG Technician (CET)
Electronic Health Records Specialist (CEHRS)
ExCPT Pharmacy Technician (CPHT) 2.0
Medical Administrative Assistant (CMAA)
Patient Care Technician/Assistant (CPCT/A)
Phlebotomy Technician (CPT) 2.0

BILLING & CODING SPECIALIST (CBCS)

Certified Billing & Coding Specialist (CBCS) Exam Application

Certified Billing & Coding Specialist (CBCS) Online Practice Test

Certified Billing & Coding Specialist (CBCS) Online Study Guide

Certified Billing & Coding Specialist (CBCS) Online Study Guide + Online Practice Test

Certified Billing & Coding Specialist (CBCS) Printed Study Guide

Certified Billing & Coding Specialist (CBCS) Printed Study Guide + Online Practice Test

8. Once in Shopping Cart Click Check Out

Home / Billing & Coding Specialist (CBCS) / Certified Billing & Coding Specialist (CBCS) Online Study Guide + Online Practice Test

Back to My Account

ACCOUNT INFORMATION
Account Details
Log out
Cart (1 - \$35.00)
Check out

Professions
Billing & Coding Specialist (CBCS)
CCMA 2.0 - Medical Assistant
EKG Technician (CET)
Electronic Health Records Specialist (CEHRS)
ExCPT Pharmacy Technician (CPHT) 2.0
Medical Administrative Assistant (CMAA)
Patient Care Technician/Assistant (CPCT/A)
Phlebotomy Technician (CPT) 2.0

Certified Billing & Coding Specialist (CBCS) Online Study Guide + Online Practice Test

Price: \$65.00

ADD TO CART

CERTIFIED BILLING & CODING SPECIALIST (CBCS) ONLINE STUDY GUIDE

This one-of-a-kind online study guide tutorial engages and helps prepare candidates for the Certified Billing & Coding (CBCS) exam and is aligned to the National Healthcareer Association (NHA) CBCS exam blueprint. Ideal for preparation this study guide includes five chapters along with three case studies and a summary section.

Assessed Concepts

- > Regulatory compliance
- > Claims processing
- > Front-end duties
- > Payment adjudication

Prepare for the Certified Billing & Coding Specialist (CBCS) exam with an engaging study guide tutorial and online practice test. These resources are aligned to the National Healthcareer Association (NHA) CBCS exam blueprint. *Online materials can only be accessed on your computer or tablet.

9. Please use the discount code “Alumni” for a \$15 Discount on your Material

Billing Information

Bill To
If different from the first and last names above

Street *
 Street

City *

State/Province *

Zipcode/Postcode *

Country *

Discounts

Discount code 

10. How to Access your Material in your NHA Portal

Home

INFORMATION

- Documents

STUDY MATERIALS

- My Courses
- My Study Materials** 

APPLICATIONS

- My Applications
- Apply
- Results

Notifications close all

Welcome to the Cert Portal! Jun 16 2017

Welcome to your account!

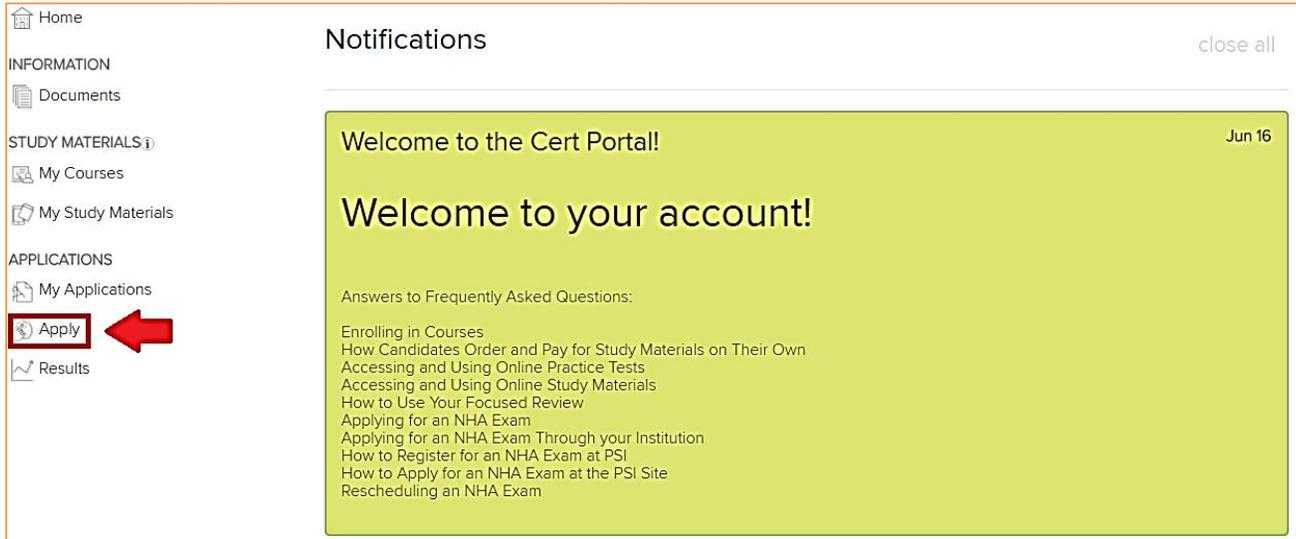
Answers to Frequently Asked Questions:

- Enrolling in Courses
- How Candidates Order and Pay for Study Materials on Their Own
- Accessing and Using Online Practice Tests
- Accessing and Using Online Study Materials

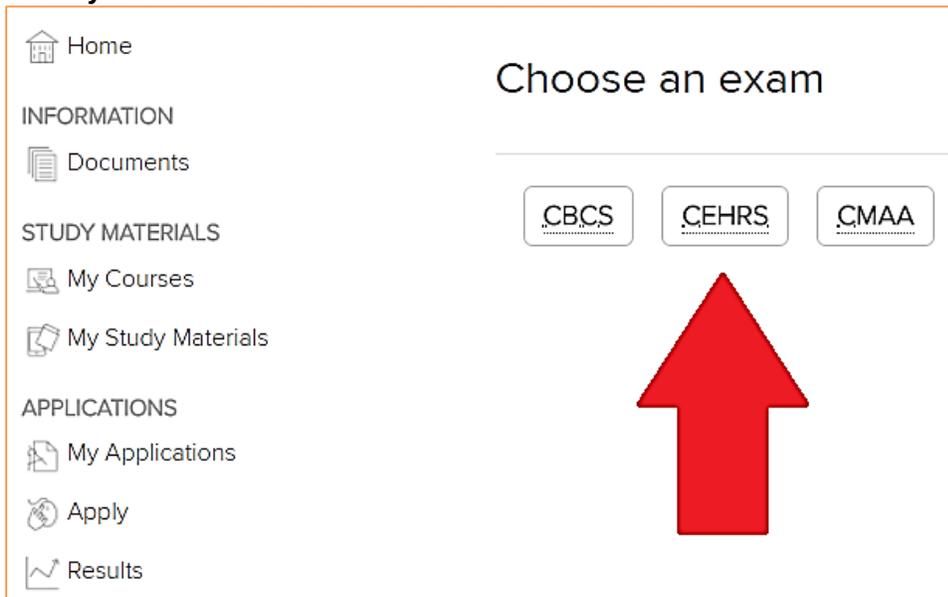
11. If you run into any issues or have questions, please call Customer Services at 1-800-499-9092 – Please see next page for Directions on how to register for the National Exam

How to Register for the National Exam

1. On your Homepage of the NHA Portal Select “Apply” in the table of contents.



2. Please Select the National Exam that pertains to your Trade
Pause your mouse over a button to see exam's full title



3. Please read the Attestation and click “**Agree**” at the bottom to verify your eligibility to take the exam

Home

INFORMATION

Documents

STUDY MATERIALS

My Courses

My Study Materials

APPLICATIONS

My Applications

Apply

Results

Choose an exam Attestation Application details Finish

Attestation

Please read carefully. You MUST attest to the following statements in order to qualify for this examination:

- I am the actual candidate registering for this exam and no other person is completing this registration on my behalf.
PLEASE NOTE: Registration must be performed by the candidate; parents, teachers, school officials or any other party are not permitted to register on the candidate's behalf. All candidates will be bound by the attestations made during the exam application process.
- I possess either a high school diploma or the equivalent, or I expect to earn my high school diploma or equivalency within the next 12 months.
PLEASE NOTE: If you do NOT meet this requirement, you must receive an official waiver from the NHA Disciplinary and Appeals Committee that specifically allows you to sit for this exam. Answer "I do NOT agree" below and submit at Appeal Form which can be found at www.nhanow.com.
- I understand that NHA will publish a list of Certified Candidates and that my employer and state regulatory board may be notified if my certification expires or is revoked. Unless required by law, my name will not be released to any party in conjunction with my test score without my permission.
- I understand that any claim I may have related to the good-faith enforcement of these policies or the unintentional damage or loss of my exam records will not exceed the amount of my application fee for this examination.

I attest that by clicking on "I agree", I have read and understand the above, that the information I have provided is complete and accurate to the best of my knowledge and belief, and I further understand that NHA may revoke certification if I provided any false or incomplete information.

Agree Disagree

4. Answer the Prerequisite Questions by selecting “**Yes**” to releasing your results to your institution. Then select “**Finalize Application**”

Home

INFORMATION

Documents

STUDY MATERIALS

My Courses

My Study Materials

APPLICATIONS

My Applications

Apply

Results

Choose an exam Attestation Application details Finish

You are applying for the CMAA.

Estimated eligibility: October 11, 2017–April 08, 2018
Location: PSI testing center

Application Details

Release Results to Institution

Do you wish to release your results for this exam to your institution?

* If testing as a provisional candidate, NHA is required to report your results to your school district.

Yes No

5. Next Step is to schedule your National Exam with PSI. After your application is confirmed, your pending exam displays under “**My Applications**”. Click “**Schedule with PSI**” to open the PSI Website (<https://candidate.psiexams.com>) and select a date and time to take your exam. Make sure you have your eligibility number ready from the NHA Portal.

The screenshot shows the 'Applications in Progress' section of the NHA portal. On the left sidebar, under the 'APPLICATIONS' section, 'My Applications' is highlighted with a red box. The main content area displays a card for a CMAA application. The card includes the text 'Created: 10/11/2017' and 'Status: Confirmed (waiting for results)'. A red button labeled 'Schedule with PSI' is highlighted with a red box and a red arrow pointing to it from the right.

The screenshot shows two sections: 'New Users' and 'Returning Users'. The 'New Users' section lists three options: '>> [Create an account](#)', '>> [Register for an examination](#)', and '>> [Schedule an examination](#)'. The 'Returning Users' section has a 'Sign in' form with fields for 'Email Address:', 'Password:', and 'Start in:' (set to 'Home page'). Below the fields are 'Sign in' and 'Clear' buttons, and links for '[[Forgot Password?](#)]' and '[[Update email address](#)]'. At the bottom, it says 'If you do not have an account, please click the below link.' and a red arrow points to the '[[Create an Account](#)]' link.

6. If you run into any issues or have questions, please call Customer Services at 1-800-499-9092