



## Test-Taking Tips

### PLAN & PREPARE

1. Plan accordingly
  - a) Pick a test date at least 11-12 weeks from today, and be sure you follow the steps outlined on the AHDI website.
  - b) Mark the date on the calendar and let your family/friends so you're more likely to stick with it
  - c) Keep it visible – when you see it it's harder to walk away from the goal you've set
2. Review the exam blue print
  - a) Read through the Credentialing Candidate Guide
3. Invest in the proper study resources. Here are some great ones -
  - a) The RHDS Exam Guide
  - b) RHDS Exam Audio
  - c) The Book of Style,& Standards for Clinical Documentation, 4<sup>th</sup> edition
  - d) The Book of Style, 3rd Edition Grammar and Usage ebook
  - e) The Boood of Style & Standards for Clinical Documentation, 4<sup>th</sup> edition Workbook



## **STUDY, STUDY, STUDY**

1. Allow at least 10-12 weeks of dedicated study time -
  - a) Join a study group
  - b) Or start your own study group using the RHDS/CHDS Exam Blue Prints
  - c) Or sign up for the 12-week study course offered through AHDI - RHDS Study Course
2. Set up a study schedule and stick with it. Plan to study at least 4-6 hours per week.
3. Study on your own and with your study group. Get the family involved – especially the kids – they’ll be excited to help you succeed.
4. Don’t cram all your study time into one study session – break it into smaller pieces of time.
5. Take extra time to work on your problem areas – specific specialties, laboratory tests and values, anatomy, etc.
6. Try to think of ways to apply what you’re studying to everyday life – for example, my husband had a cholecystectomy, my mother had 4-vessel CABG, a close friend has diabetes mellitus type 2, and so on.



7. When feasible, create mnemonics to make things easier to remember – for example, the bowel components are the **d**uodenum, **j**ejunum, **i**leum, **c**ecum, **a**scending colon, **t**ransverse colon, **d**escending colon, **s**igmoid colon, **r**ectum. *Don't Just Involve Cramming And Truly Don't Study Randomly.*

## TEST DAY

### Online Proctored Exam (OLP)

1. Get your camera, workspace, etc, set up prior to test day.
2. Ensure you have a quiet testing area (no children, pets, or other distractions).
3. Quiet your mind – take deep breaths and slowly breathe out.
4. Log in a few minutes prior to the test time.
5. Ensure you read and follow all instructions that are given.
6. Don't rush through the exam, and mark questions you want to come back to.
7. Be confident in what you know. Don't second guess yourself; your gut instinct is usually the right answer.
8. Go back through the questions one final time to be sure you've chosen an answer for all the questions and answer any questions you marked for review.
9. Submit your exam for scoring.