

Insurance & Coding Job Analysis EXECUTIVE SUMMARY



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The job analysis described in this report was performed in 2020 for the National Center for Competency Testing's (NCCT) National Certified Insurance and Coding Specialist (NCICS) examination. The purpose of the job analysis is to describe the job activities of the insurance and coding specialist in sufficient detail to provide a basis for the development of a professional, job-related certification examination.

National Center for Competency Testing (NCCT) facilitated the selection of a job Analysis Committee (JAC) to conduct the activities necessary to identify the responsibilities of a Certified Insurance and Coding Specialist (NCICS), and to develop the detailed test plan. The diversity of this group was reflective of the insurance and coding specialist's job. All JAC 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 insurance and coding specialists, and an analysis of the responses. The detailed test plan for the Certified Insurance and Coding Specialist was developed on the basis of these data. The JAC was responsible for the following six tasks:

- 1 Developing a definition of the insurance and coding specialist,
- 2 Identifying tasks for the survey instrument,
- 3 Determining an appropriate rating scale,
- 4 Determining the relevant demographic variables of interest,
- 5 Integrating the definitions, tasks, rating scale, and demographics into a survey instrument, and
- 6 Developing the detailed test plan based on the data from the survey.

The 2,019 recipients of the survey were current NCICS credential holders who had certified at least six months before the survey was mailed. Of these, 208 individuals submitted usable responses in time for analysis. Of those who responded, 99% of the group indicated that the survey instrument either adequately or completely addressed the important elements of an insurance and coding specialist's job. Additionally, the respondents' ratings displayed an acceptable level of inter-rater reliability (0.96) for the survey.

After the survey data were analyzed, the results were reviewed with the JAC and decision rules were established. These rules were used to determine with tasks were appropriate for assessment and therefore inclusion in the final detailed test plan. Application of the decision rules resulted in the retention of 74 of the original 78 tasks. A review of the respondents' comments did not result in the addition of any tasks. A review of the respondents' comments resulted in the edit of 3 tasks. Each multiple-choice test will be comprised of 100 scored items and 25 un-scored pretest items.

The resulting detailed test plan for NCCT's NCICS will be used as the basis for the examination until the next job analysis study is conducted.