
aPHR Certification Study Guide 2023

Human Resource Management (HRM) - HRM consists of an organization's "people practices" - the policies, practices, and systems that influence employees' behavior, attitudes, and performance.

Explain how HRM contributes to an organization's performance - Through its practices or process, The HRM influences who works for the organization and how those people work. These human resources, if well managed, have the potential to be a source of sustainable competitive advantage, contributing to basic objectives such as quality, profits, and customer satisfaction.

HRM Process/ practices - 1) Analysis and Design of work
2) HR planning
3) Recruitment
4) Selection
5) Training and development
6) Compensation
7) Performance Management
8) Employee Relations

Human Capital - An Organization's employees, described in terms of their training, experience, judgement, intelligence, relationships, and insight.

Human Resources qualities valuable to the success of organizations - 1) Human Resources are VALUABLE- high-quality employees provide a needed service as they perform many critical functions.
2) Human Resources are RARE- a person with high levels of the needed skills and knowledge is not common
3) Human Resources CANNOT BE IMITATED -
4) Human Resources have NO GOOD SUBSTITUTES

High Performance Work System - An organization in which technology, organizational structure, people, and processes work seamlessly to give an organization an advantage in the competitive environment.

Maintaining a High-Performance Work System may include: - Development of training programs
- Recruitment of people with new skill sets
- Establishment of rewards for such behaviors as team work, flexibility, and learning

Ratio of HR employees to total employees - 2 full time HR staff persons for every 100 employees on payroll.
In small organizations the ratio is much higher

201cpc Certification Study Guide

Clive Pidgeon



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Aapc cpc certified professional coder exam prep 2025-2026 Elliot Spencer, 2025-07-28 The path to becoming a Certified Professional Coder can feel daunting. Thousands of aspiring coders struggle with the overwhelming volume of codes, confusing guidelines, and the high pressure exam environment. With healthcare evolving rapidly and CPC exam requirements getting stricter, you need a study guide that not only prepares you but positions you to win. Enter the ultimate exam prep resource: AAPC CPC Certified Professional Coder Exam Prep 2025 2026 by Elliot Spencer. This professionally crafted guide is more than a study tool; it's your personal roadmap to exam success and career advancement. Are you overwhelmed by the thought of passing the AAPC CPC Exam in 2025 or 2026? Wondering how to master medical coding and crush the Certified Professional Coder certification on your very first try? You're not alone, and you've just found the ultimate solution. The path to becoming a Certified Professional Coder can feel daunting. Thousands of aspiring coders struggle with the overwhelming volume of codes, confusing guidelines, and the high pressure exam environment. With healthcare evolving rapidly and CPC exam requirements getting stricter, you need a study guide that not only prepares you but positions you to win. Enter the ultimate exam prep resource: AAPC CPC Certified Professional Coder Exam Prep 2025 2026 by Elliot Spencer. This professionally crafted guide is more than a study tool; it's your personal roadmap to exam success and career advancement. Packed with over 700 practice questions, detailed answer explanations, and proven test-taking strategies, this book gives you everything you need to understand, retain, and apply complex coding principles. Whether you're just beginning your journey or brushing up for your recertification, this guide is tailored to fit your learning style, boost your confidence, and increase your passing score potential. Unlike generic coding guides, this book is strategically designed around the latest CPC exam format, updated guidelines, and real-world coding challenges. You'll gain expert insights into ICD-10-CM, CPT, and HCPCS Level II medical terminology, coding guidelines, and more—everything the AAPC wants you to master. Written in a clear, humanized tone by seasoned coding educator Elliot Spencer, this study guide speaks directly to your struggles, eliminates confusion, and provides the clarity and confidence you need to succeed. With practical tools, diagnostic assessments, and study hacks that work, this is your most trusted companion on the path to CPC certification. If you're serious about building a lucrative career in medical coding, landing top-paying remote or on-site jobs, or becoming AAPC certified in 2025 or 2026, this is the only book you need. Don't leave your success to chance. Join the thousands of future certified coders who are transforming their careers with this powerful resource. Scroll up and grab your copy now because your future as a Certified Professional Coder starts here.

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