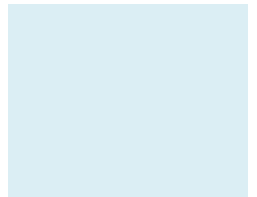


# Paraoptometric Education & Training Product Catalog



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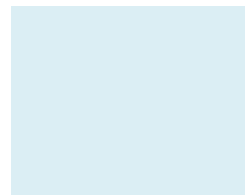
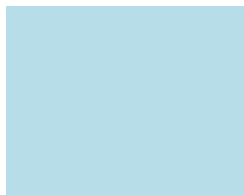
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# LEVEL 1 Certified Paraoptometric (CPO)

## CPO STUDY GUIDE

Used to prepare for entry-level paraoptometric certification, the CPO Study Guide (in either CD or book formats) covers many of the topics on the CPO certification exam. It is also great as a training tool for new paraoptometric staff.

Topics Include:

### Chapter One – Professional Issues

- Eye Care Specialists and Ancillary Personnel
- Practice Management

### Chapter Two – Basic Science

- Anatomy of the Eye
- Common Eye Disorders
- Terminology
- Surgery
- Basic Pharmacology
- Prescription Writing

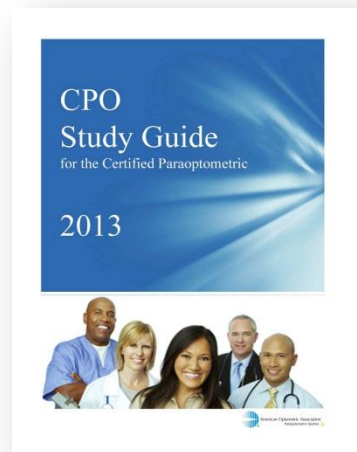
### Chapter Three – Clinical Principles and Procedures Eye Examination

- Refractive Status
- Contact Lenses
- Blood Pressure

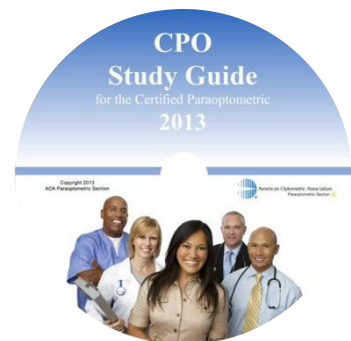
### Chapter Four – Ophthalmic Optics and Dispensing

- The Ophthalmic Prescription
- Ophthalmic Lenses
- Ophthalmic Dispensing

<b>AOA Member Price:</b>	<b>CD \$48</b>	<b>Book \$55</b>
<b>Non-member Price:</b>	<b>CD \$73</b>	<b>Book \$80</b>



Item number: PS04B



Item number: PS04CD

## Available in Book or CD-ROM formats

## LEVEL 1 Certified Paraoptometric (CPO)

### CPO STUDY FLASH CARDS Item # PS11

One hundred questions developed to help you test your knowledge and offer additional study resources for the first certification examination, the CPO. Questions are different from those found in the CPO Study Guide but cover the same topic areas listed above to assist in exam preparation. Start testing your knowledge today!

**AOA Member Price: \$30**

**Non-member Price: \$50**



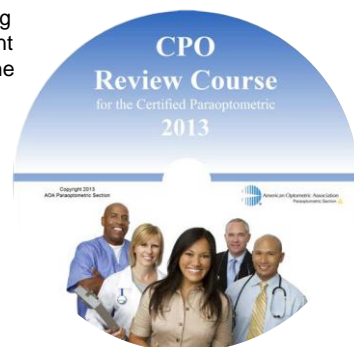
**Item number: PS11**

### CPO REVIEW COURSE Item # PS19

The CPO Review Course CD-ROM assists you in the final stages of preparation to sit for the CPO Certification examination. After you have learned the information presented in the CPO Study Guide and Study Flash cards, use this tool to gain confidence by reviewing your knowledge. This CD is designed in an easy-to-use automated, audio, PowerPoint presentation format guiding you through 114 slides of review information. Complete the quiz at the end of the presentation to earn one hour of continuing education credit. There is a processing fee of \$10 for AOA members/\$25 for non-members.

**AOA Member Price: \$45**

**Non-member Price: \$75**



**Item number: PS19**

*“Currently, our staff is made up almost entirely certified paraoptometrics. New staff members are excited and often take their certification test as soon as they are eligible. This knowledge better serves our patients. I am proud to say we even have several staff members who have achieved their CPOT.”*

Lyn Desjardins, O.D.

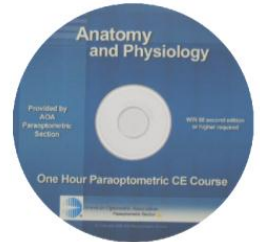
## LEVEL 1 Certified Paraoptometric (CPO)

# ANATOMY & PHYSIOLOGY EDUCATION MODULE ITEM # PS07

As an eye care professional, basic knowledge of ocular anatomy and function is a necessity to providing quality eye care for patients. This course will describe the various anatomy concepts involving how the eye works, explain eye disorders and diseases, and illustrate how vision occurs.

The learning objectives of this course are:

- Identify the major parts of the eye
- Understand the function of the ocular components
- Understand common eye disorders and treatment methods
- Understand how vision occurs
- Define different types of refractive conditions



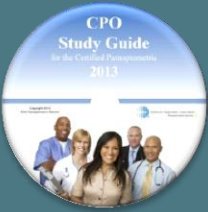
**Item number: PS07**  
**Quiz: PS07Q**

**AOA Member Price: \$45 each**  
**Non-member Price: \$70 each**


## CPO STUDY BUNDLE Item # PS20

In the bundle you will receive the CPO Study Guide CD-ROM, CPO Study Flash Cards, CPO Review Course CD-ROM and the Anatomy & Physiology study module for one low price. All the learning tools you will need in one complete package.


**AOA Member Price: \$130**  
**Non-member Price: \$230**



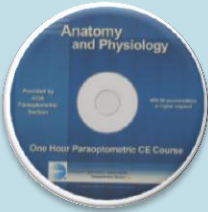
CPO Study Guide



CPO Study Flash Cards



CPO Review Course



Anatomy & Physiology Education Module

# CPO Study Bundle

Item # PS20

## LEVEL 2 Certified Paraoptometric Assistant (CPOA)

## LEVEL 3 Certified Paraoptometric Technician (CPOT)

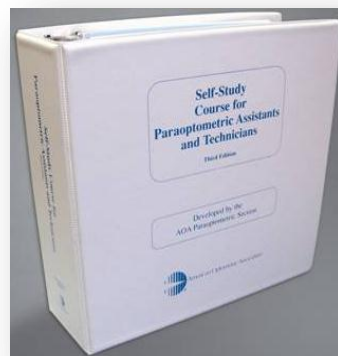
# SELF-STUDY COURSE FOR PARAOPTOMETRIC ASSISTANTS AND TECHNICIANS Item # PS01

This course helps prepare the certified paraoptometric (CPO) to sit for the certified paraoptometric assistant (CPOA) or certified paraoptometric technician (CPOT) exam. The course contains 19 chapters, each of which comes in booklet form. Each individual booklet contains review questions to evaluate knowledge comprehension and retention. Formerly titled Self-Study Course for Paraoptometric Certification.

**AOA Member Price:**            **Book \$ 95**  
**Non-member Price:**        **Book \$160**

### Booklet Titles

Chapter 1: Practice Management  
 Chapter 2: Anatomy and Physiology of the Eye and Visual System  
 Chapter 3: Refractive Status  
 Chapter 4: The Ophthalmic Prescription  
 Chapter 5: Ophthalmic Lenses  
 Chapter 6: Neutralization and Verification  
 Chapter 7: Ophthalmic Dispensing  
 Chapter 8: Basic Pretesting Procedures  
 Chapter 9: Special Testing  
 Chapter 10: Visual Fields  
 Chapter 11: Contact Lenses  
 Chapter 12: Low Vision Examination  
 Chapter 13: Binocular Vision  
 Chapter 14: Sports Vision  
 Chapter 15: Emergencies and Triage  
 Chapter 16: Ocular Pharmacology  
 Chapter 17: Ophthalmic Instruments  
 Chapter 18: Common Pathological and Functional Disorders  
 Chapter 19: Ophthalmic Surgery  
 Glossary

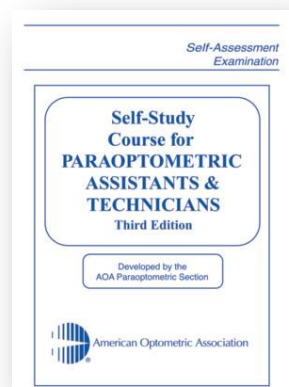


**Item number: PS01**

## SELF-ASSESSMENT EXAM Item # PS02

This self-examination is a great way for paraoptometric to assess their knowledge base in preparation for sitting for the CPOA and CPOT examinations. It includes 350 multiple-choice questions on information covered in the *Self-Study Course for Paraoptometric Assistants and Technicians*. After completion, the single-use exam may be mailed to the Paraoptometric Section office for grading. If 249 or more questions are answered correctly, the candidate will receive 12 hours of continuing education credit and a certificate of achievement. This is truly a great resource for training or study.

**AOA Member Price:**            **\$ 65**  
**Non-member Price:**        **\$105**



**Item number: PS02**



## LEVEL 2 Certified Paraoptometric Assistant (CPOA)

## LEVEL 3 Certified Paraoptometric Technician (CPOT)

# CPOA & CPOT STUDY FLASH CARD SETS

Each set includes approximately 100 questions that cover a variety of topics. Flash cards are effective learning tools to test the type of knowledge needed for the CPOA and CPOT certification examinations.

### Set One: Item number PS14

- Practice Management
- Anatomy & Physiology
- Refractive Status

### Set Two: Item number PS16

- Ophthalmic Prescription
- Ophthalmic Lenses
- Neutralization & Verification
- Ophthalmic Dispensing Basic Pretesting Procedures

### Set Three: Item number PS15

- Specialty Testing
- Visual Fields
- Contact Lenses
- Low Vision Examination
- Binocular Vision
- Sports Vision
- Ocular Emergencies and Triage

### Set Four: Item number PS17

- Ocular Pharmacology
- Ophthalmic Instruments
- Common Pathological and Functional Disorders
- Ophthalmic Surgery
- Instrumentation
- Common Eye Disorders

### Each Set:

**AOA Member Price: \$30**

**Non-member Price: \$55**

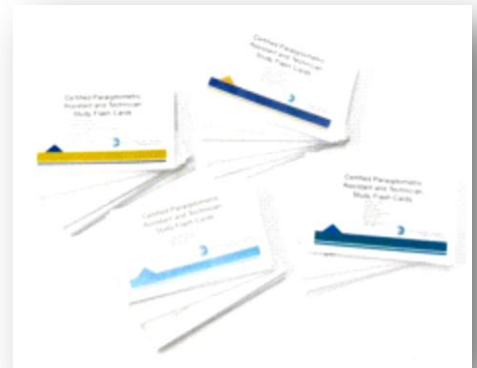
## CPOA & CPOT STUDY FLASH CARD BUNDLE Item # PS72

In the bundle you will receive all four sets of CPOA & CPOT flash cards for one low price.

Each set includes approximately 100 questions that cover a variety of topics.

**AOA Member Price: \$100**

**Non-member Price: \$200**



**Flash Card Bundle**  
**Item number: PS72**

## Purchase the Bundle and Save \$20

# LEVEL 2 Certified Paraoptometric Assistant (CPOA) LEVEL 3 Certified Paraoptometric Technician (CPOT)

## CPOA & CPOT STUDY BUNDLE Item # PS70

The CPOA & CPOT Study Bundle includes the Self-Study Course, Self-Assessment Exam and four sets of flash cards with 100 questions each, covering topics that will help prepare optometric staff for the both the CPOA & CPOT exam.

**AOA Member Price: \$230**  
**Non-member Price: \$435**



Self-Study Course



Self-Assessment Examination



Study Flash Card sets

CPOA & CPOT STUDY BUNDLE

Item # PS70

*“Knowledgeable, educated paraoptometrics are critical for optometry. We lag other fields in leveraging doctor’s time. This will become even more critical as healthcare reform increases demand for services at reduced rates.”*

Peter Guhl, OD



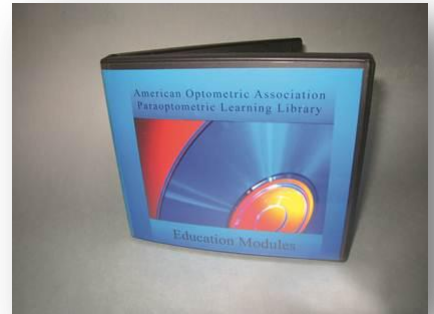
## STAFF DEVELOPMENT & CROSS-TRAINING MATERIALS

### HOME-STUDY EDUCATION LIBRARY Item # PS05

Interested in receiving continuing education credits or expanding your knowledge about a specific topic? This is the perfect resource. Education Modules are designed in an easy-to-use automated, audio, PowerPoint format, perfect for at-home study. They are also great for education offerings during staff meetings at the practice. Staff may participate in the lecture portion of the course and download the CE exam afterward for individual use to test comprehension and retention.

Education Library contains six education modules for one great price: ABCs of Optical Dispensing, Practice Management 101, Anatomy & Physiology, Ophthalmic Dispensing, Special Procedures, and Soft Contact Lens Wear and Care.

**AOA Member Price: \$205**  
**Non-member Price: \$320**



Item number: PS05

### HOME-STUDY EDUCATION MODULES

Voice-over instructions provide an interesting format for learning. Thumbnails provide the convenience to "start and stop" at any time and pick up where you left off easily. There is an opportunity to earn one hour of continuing education credit from the AOA Paraoptometric Section for successfully passing the test provided at the end of the module by answering 16 of the 25 questions correctly. There is a \$10 processing fee for members/\$25 for non-members.

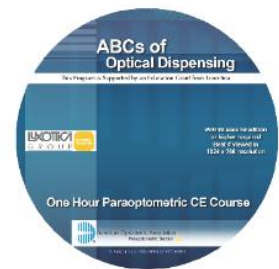
**AOA Member Price: \$45 each**  
**Non-member Price: \$70 each**

#### The ABCs of Optical Dispensing Item number: PS03

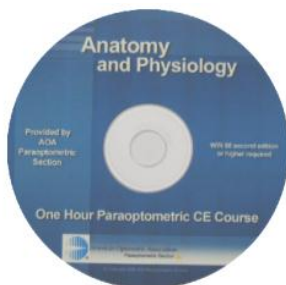
The paraoptometric spectacle dispenser plays an important role in completing the eyecare experience for the patient. Patients who feel good about their new eyewear are more likely to follow good vision habits and maximize the therapeutic and ocular health benefits that come with wearing eyeglasses.

This course is designed to give every member of the office team a fundamental understanding of:

- Frame selection and adjustments
- Spectacle lens materials and designs
- Lens treatments
- Lens measurements
- Tips for presenting designer frames and prescription sunglasses



Item number: PS03  
Quiz: PS03Q



#### Anatomy & Physiology Module Item # PS07

(Description on Page 5)

Item number: PS07  
Quiz: PS07Q

# STAFF DEVELOPMENT & CROSS-TRAINING MATERIALS

## HOME-STUDY EDUCATION MODULES

### Fitting Toric Soft Contact Lenses Item number: PS12

Soft contact lenses are the most widely prescribed contact lenses in the United States today. They boast immediate and long term comfort for the wearer and they provide excellent vision for the myopic and hyperopic patient. But they are not used as often as they should or could be. There remains a mysterious air about toric contact lenses that finds them underutilized by today's practitioners.

Education Module covers:

- Who are Soft Toric Lens candidates?
- Challenging Soft Toric Lens candidates
- Methods of Soft Toric Lens stabilization
- Soft Toric Lens fitting
- Soft Toric Lens power determination
- Dispensing Soft Toric Lenses to ensure patient success
- Troubleshooting the lens power
- Soft Toric Lens Follow-up



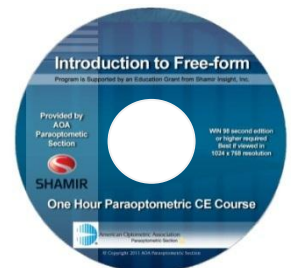
Item number: PS12  
Quiz: PS12Q

### Introduction to Freeform® Item number: PS18

Advance your practice by providing your paraoptometric staff with the latest Freeform® lens design technology available today. Freeform® lens technology can be challenging, and differentiating the designs in today's market can be demanding. This new information-packed education module includes elements in lens design and manufacture, fitting and verification techniques, and presenting and positioning Freeform® lens designs to personalize patients needs.

Education Module covers:

- Defining Freeform® technology
- Taking measurements
- Verifying prescriptions
- Presenting patient options
- Dispensing new lenses
- Sharing product knowledge



Item number: PS18  
Quiz: PS18Q

### Ophthalmic Dispensing Item number: PS08

Many times, an optometric assistant's job requires the ability to identify and solve a variety of eyewear problems. Effectively working with ophthalmic prescriptions requires the assistant to blend the art of understanding the patients' needs along with the science of ophthalmic lenses. The ideal to which all dispensers should aspire is to anticipate and avoid problems before they occur. When something unexpected occurs however, the assistant must be able to isolate and correct the problem. At times, the correction will require a remake, but often the solution rests with a minor adaptation to the existing eyewear.

Education Module will assist your staff to:

- Describe the electromagnetic wave theory and how it applies to and effects human vision
- Locate and diagram lens power in any given meridian of a lens
- Diagram and explain parts and characteristics of a prism
- Describe how combinations of prisms relate to lenses
- Compute prismatic effect and base direction of a given lens
- Explain the function of a lens clock and distometer
- Explain the effects of vertex changes for plus and minus lenses
- Transpose any prescription from + to - cylinder or from - to + cylinder form



Item number: PS08  
Quiz: PS08Q

# STAFF DEVELOPMENT & CROSS-TRAINING MATERIALS

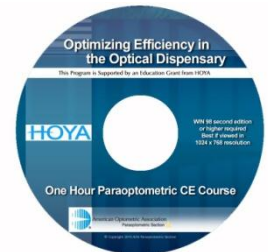
## HOME-STUDY EDUCATION MODULES

### Optimizing Efficiency in the Optical Dispensary Item number: PS13

Retail chains and mass merchandisers are commanding a bigger slice of the market each year. Patients visit less frequently, and when they do, some take their eyeglass prescriptions elsewhere. Your practice aren't growing as fast as you'd like, and dispensary sales are less than stellar. How may you, as an independent practitioner, compete with this growth and succeed in an increasingly competitive environment? "Optimizing Efficiency in the Optical Dispensary" will offer some answers.

Education Module will assist your staff to:

- Recognize the rewards of maintaining existing patients and earning new ones
- Identify areas of the dispensary that affect the bottom line
- Present premium products through proper communication
- Reduce eyewear errors and redos
- Embrace technology to increase efficiency
- Use lab partnerships effectively to enhance your practice
- This education module is sponsored through an education grant from HOYA.



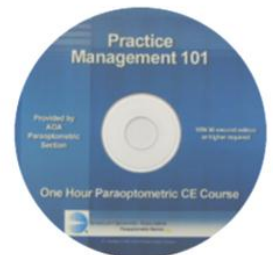
**Item number: PS13**  
**Quiz: PS13Q**

### Practice Management 101 Item number: PS06

The "Practice Management 101" module was designed to train new staff to better understand their impact on the optometric team. Additionally, this course would be ideal for senior staff as a review for proper practice management procedures. This module explains how each team member affects overall efficiency, profitability, and quality patient care.

The course objectives are:

- Build a successful practice
- Learn how to assist in strategic business plan development
- Learn how to develop a personnel manual
- Learn about the recruitment process
- Learn how to motivate staff
- Learn the basics of financial statements and budgeting
- Learn the business of billing, coding, credentialing, and records management
- Provide a general overview of marketing
- Learn how to increase clinic efficiency and profitability
- Learn various managerial roles



**Item number: PS06**  
**Quiz: PS06Q**

### Soft Contact Lens Wear & Care Item number: PS10

If educating patients is a large part of your job, "Soft Contact Lens Wear and Care" can help you perform your duties more confidently and professionally. This module contains graphics and animation that provide visual aids for teaching application and removal techniques.

This module provides valuable information on:

- Soft contact lens designs available
- Proper application and removal techniques
- Solution use
- How to improve and strengthen compliance
- Answers to frequently asked questions



**Item number: PS10**  
**Quiz: PS10Q**

# STAFF DEVELOPMENT & CROSS-TRAINING MATERIALS

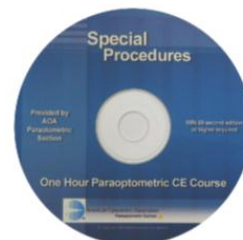
## HOME-STUDY EDUCATION MODULES

### Special Procedures    Item number: PS09

Special procedures are considered an important area of learning for optometric assistants or technicians within the first two to four years of on-the-job training. This module will discuss the most commonly delegated procedures from optometrist to paraoptometric. When performing these tasks, it is important that the paraoptometric gather patient data for the optometrist to utilize in diagnosis and treatment.

The learning objectives of this course are:

- Explain different contact lens options for a varying patient base, wearing modalities, and care and handling recommendations
- Understand normal and abnormal symptoms associated with contact lens wear
- Define topography, visual field testing, tonometry, ophthalmic ultrasonography, pachymetry, sphygmomanometry, and first aid



**Item number: PS09**  
**Quiz: PS09Q**

**AOA Member Price:        \$45 each**

**Non-member Price:        \$70 each**

## ARTICLE ARCHIVE

**PS Member-only benefit:** Articles are in PDF format. Members may download an archived article, complete the accompanying exam, and mail answer sheet and \$10 (per hour of CE) processing fee. You will receive one hour of CE for successfully passing the exam at the end of the article, unless noted otherwise. There is no limit on the number of titles you may choose.

PS80 - Basics in Billing and Coding an Eye Exam  
PS81 - Building Highly Effective Teams  
PS82 - Cataracts for Beginners  
PS83 - Color Vision  
PS84 - Common Complaints: Facial Pain and Headaches (*2 Hours of CE, \$20*)  
PS85 - Computer Vision Syndrome  
PS86 - Contacts Lenses and Allergies: Help stop the cries from red itchy eyes! (*2 Hours of CE, \$20*)  
PS87 - Contrast Sensitivity  
PS88 - The Dreaded Dry Eye  
PS89 - Electronic Health Records in the Optometric Practice (EHR)  
PS90 - Emergency Triage - Protect the Patient and the Practice  
PS91 - Fitting Progressive Addition Lenses  
PS92 - Frame Materials  
PS93 - Gas-Permeable Contact Lenses: What the Paraoptometric Needs to Know  
PS94 - Glaucoma — The Silent Thief of Sight  
PS95 - Headache Case History  
PS96 - Here's Looking at You Kid  
PS97 - Management that Empowers Staff will Strengthen the Practice  
PS98 - Meeting the Needs of Your Hispanic Patients  
PS99 - Ocular Effects of Diabetes

PS100 - Optical Math Made Easy  
PS101 - Providing Vision Care for The Alzheimer's Patient  
PS102 - Retinal Nerve Fiber Analysis: The Role It Plays in Assessing Glaucoma  
PS103 - Telephone Reopenings Process vs. Duplicate Claim Submissions  
PS104 - That Magic Moment When Your Patient Knows You Care  
PS105 - The Dynamic Dispensary  
PS106 - The Ins and Outs of Pretesting Children  
PS107 - The Nuts and Bolts of Detecting Glaucoma  
PS108 - The Paraoptometric's Role in InfantSEE®  
PS109 - The Power of Suggestion  
PS110 - To Buy or Not to Buy  
PS111 - Treating Dry Eye for Contact Lens Patients' Comfort and for Practice Growth  
PS112 - Trying to Sell That Second Pair? Think Safety  
PS113 - Understanding Corneal Topography  
PS114 - Update on Lens Materials, Designs and Coatings  
PS115 - Visual Fields: The Path Less Taken  
PS116 - Vitreous Detachments  
PS117 - When 20/20 Vision Isn't Enough  
PS118 - Who's a Good Candidate for Contact Lenses, When to Choose Glasses Over Contact Lenses, and Who Decides?  
PS119 - Why Can't My Child See Even WITH Glasses?(*2 hours CE, \$20*)

## STAFF DEVELOPMENT & CROSS-TRAINING MATERIALS

# NEW HORIZONS FOR PARAOPMETRICS: OPTICIAN BASICS

Item number: PS24

Advance your career and enhance your skills by increasing your knowledge. Learn how to fit and dispense eyeglasses with the New Horizons for Paraoptometrics Optician Basics.

### Five Education Modules CD-ROMs

1. ABCs of Optical Dispensing
2. Anatomy & Physiology
3. Introduction to Freeform®
4. Ophthalmic Dispensing
5. Optimizing Efficiency in the Optical Dispensary

### Two Study Flash Card Sets

### Five Study Booklets

1. Ophthalmic Dispensing
2. Ophthalmic Prescription
3. Ophthalmic Lenses
4. Refractive Status
5. Neutralization & Verification

### Eight Education Articles



Item number: PS24

**AOA Member Price: \$230**

**Non-member Price: \$399**

# NEW HORIZONS FOR PARAOPMETRICS: CONTACT LENS BASICS

Item number: PS23

Learn how to fit and dispense contact lenses with the New Horizons for Paraoptometrics Contact Lens Basics.

### Five Education Modules CD-ROMs

1. Soft Contact Lens Wear and Care
2. Introduction to Freeform®
3. Optimizing Efficiency in the Optical Dispensary
4. Fitting Soft Toric Contact Lenses
5. Anatomy & Physiology

### Study Flash Card Set

### Study Booklet

### Five Education Articles

**AOA Member Price: \$205**

**Non-member Price: \$350**



Item number: PS23



# INTRODUCTION TO INSURANCE PROCESSING STUDY FLASH CARDS

Item number: PS21

Enhance your career by learning new skills. Staff knowledgeable about insurance processing are in high demand. Intended as an introduction to insurance processing, the 130+ flash cards cover some of the basic concepts and terms used when processing insurance forms.



Item number: PS21

**AOA Member Price:** \$30  
**Non-member Price:** \$50

## BILLING & CODING: FOUNDATIONS FOR BEGINNERS

This nine part series will assist paraoptometric staff in gaining knowledge of billing and coding. Developed with the beginner in mind, foundational topics are discussed in these one hour presentations. This training is available online for free as an AOA PS member benefit on the Webinar Rewind web page.

Nine hours of continuing education credits (CEC) are available with the webinar series (\$10 per CEC for PS members/ \$25 per CEC for non-members).

### Available online for AOA PS Members

*Unlimited, free access*

### Available on CD-ROM – Fall of 2013

Item number: PS29

**AOA Member Price:** \$225  
**Non-member Price:** \$325



## BILLING & CODING CERTIFICATION MATERIALS

# BILLING & CODING: FOUNDATIONS FOR BEGINNERS UNITS

### Unit 1 – Medical Terminology

CE Quiz: PS120

The topics to be covered in this unit will be:

- What is documentation, and why is it important?
- Coding systems
- Relevant terms
- Resources

### Unit 2 – Current Procedural Terminology

CE Quiz: PS121

The topics to be covered in this unit will be:

- How a code becomes a code
- How to find the proper code to use
- Relevant terms
- Resources

### Unit 3 – Diagnostic Codes: History and Purpose

CE Quiz: PS122

The topics to be covered in this unit will be:

- How a code becomes a code
- How to find the proper code to use
- Relevant terms
- Overview of ICD10-CM
- Resources

### Unit 4 – Evaluation and Management Services

CE Quiz: PS123

The topics to be covered in this unit will be:

- What are the elements of Evaluation & Management codes?
- What are the examination elements?
- What's involved in medical decision-making?
- Examples of CPT codes

### Unit 5 – Health Care Procedures Classification System (HCPCS)

CE Quiz: PS124

The topics to be covered in this unit will be:

- Explain the purpose of the HCPCS code set
- Differentiate between HCPCS Level I (CPT) and HCPCS Level II codes
- Identify circumstances under which codes from both HCPCS Level I and HCPCS Level II are required
- Compare permanent and temporary HCPC codes
- Describe the content and organization of the index, the Table of Drugs, and the main text in HCPCS
- Describe the purpose and correct use of HCPCS modifiers, including the ABN modifiers
- Choose the correct medication code based on the route of administration and the amount of medication administered
- Apply rules for choosing which level of HCPCS codes to assign
- Discuss the sources of information to keep up to date on current HCPCS codes
- Assign HCPCS codes with appropriate modifiers based on procedural statements

# BILLING & CODING: FOUNDATIONS FOR BEGINNERS UNITS (continued)

### Unit 6 – General Ophthalmologic Services

CE Quiz: PS125

The topics to be covered in this unit will be:

- 92002 and 92012 codes
- 92004 and 92014 codes
- Ophthalmologic Services regarding refraction and special testing
- S codes

### Unit 7 – Special Ophthalmologic Procedures and Modifiers

CE Quiz: PS126

The topics to be covered in this unit will be:

- Special Ophthalmological Services
- 92XXX codes
- National Correct Coding Initiative Edits (NCCI)
- Modifiers

### Unit 8 – Claim Filing

CE Quiz: PS127

The topics to be covered in this unit will be:

- Types of insurance
- Key terms for insurance
- Key terms for claims
- Form components
- Insurance processing

### Unit 9 – Health Insurance Portability and Accountability Act and Compliance

CE Quiz: PS128

The topics to be covered in this unit will be:

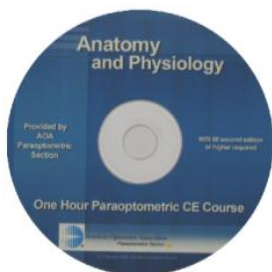
- Health Insurance Portability and Accountability Act (HIPAA)
- Health Information Technology for Economic and Clinical Health (HITECH)
- Protected Health Information (PHI) Rules
- Encryption
- Breaches and penalties
- Compliance Plans
- Office of Inspector General (OIG)
- National Correct Coding Initiative (NCCI)
- Advance Beneficiary Notice of Non-coverage (ABN)

## BILLING & CODING CERTIFICATION MATERIALS

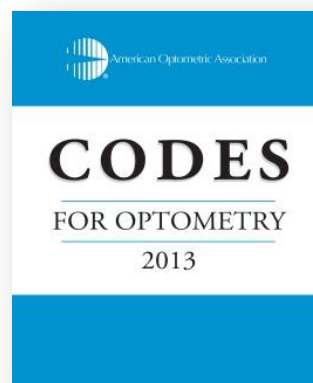
# CERTIFIED PARAOPTOMETRIC CODER (CPOC) STUDY BUNDLE Item # PS71

The CPOC Study Bundle includes two education modules (Anatomy & Physiology and Practice Management 101), insurance processing flash cards and a coding book set (2013 AMA CPT Standard Edition and Codes for Optometry 2013).

**AOA Member Price:** \$250  
**Non-member Price:** \$395



**Item # PS71**



# COMPUTER-BASED LEARNING

## PARAOPTOMETRIC SKILL BUILDER®



- Beginner Level 1
- Intermediate Level 2
- Advanced Level 3

Designed with convenience in mind, this online training accommodates each skill level and individual learning style, as the program's Web-based audio format walks the user through every step of the learning process



**Unlimited, free access to the BEGINNER LEVEL 1 for AOA members or you may purchase on CD-ROM**

### BEGINNER LEVEL 1

Item number: PS25

**AOA Member Price: FREE online/CD-ROM \$50**

**Non-member Price: \$299 available only on CD-ROM**

#### Introduction to Paraoptometry

This first program is an introduction into the eye care field. Included are descriptions of the roles of various Eye Care Professionals. It also includes components of presenting a professional image, the Paraoptometric Professional's code of ethics and HIPAA requirements for patient care.

At the conclusion of this course, the participants will be able to:

- Describe the role of an optometrist, ophthalmologist, optician and paraoptometric
- Recognize the ten statements that encompass the AOA Code of Ethics
- Discuss and describe what is considered a professional image for a paraoptometric
- List the elements that make up a proper patient greeting over the telephone and in person
- State HIPAA guidelines and discuss how they are applied in practice

#### Basic Terminology

This program is an introduction to technical terms that are used routinely in an optometric practice. Some of them are technical terms that refer to various parts of the ocular anatomy, while others are terms used in the management of the office.

At the conclusion of this course, participants will be able to:

- Explain what CPT and ICD codes are in the health care industry
- List and identify the major structures of the eye including but not limited to the cornea, crystalline lens, pupil, iris, retina, and optic nerve
- Incorporate common optical and ocular terminology into day-to-day practice
- Identify various pieces of optical equipment used in the practice
- Explain the function of ocular anatomy and how these structures participate in the delivery of vision

# COMPUTER-BASED LEARNING

## PARAOPTOMETRIC SKILL BUILDER®

### Beginner Level 1 (continued)

#### Front Office Procedures

There is no denying the importance of the procedures that take place at the front desk and that is the focus of the third module. Topics discussed are at an introductory level and include: telephone techniques, appointment scheduling, filing patient records, insurance and billing and check in/out procedures.

At the conclusion of this course, participants will be able to:

- List the proper steps to placing a caller on hold courteously
- Identify the ways to properly take a telephone message
- Outline how to effectively and politely screen calls for others in the office
- Incorporate tips on how to handle upset or irate callers on the telephone
- More efficiently schedule appointments for professionals in the office
- Set up and maintain filing systems in the office
- Discuss the difference between vision care insurance and medical insurance
- Outline steps to take when payment is not received in a timely manner

#### Obtaining an Ocular History

It is the patient's ocular history that gives the optometrist the information they need to provide effective and appropriate care. And, it is often the paraoptometric who gathers this vital history. Obtaining an ocular history is the focus of this fourth module.

At the conclusion of this course, participants will be able to:

- List the eight elements of the History of Present Illness (HPI)
- List the fourteen systems in the Review of Systems (ROS)
- Describe what is part of the Past, Family, Social History (PFSH)
- Identify various abbreviations commonly used with ocular and systemic medications
- Differentiate between a medication side effect and a true allergic reaction to a drug
- Explain the legal and medical importance of accurate documentation

#### Routine Pre-Testing Procedures

Many tests and evaluations take place prior to the optometrist performing their own procedures. The information gathered during the pre-test gives the optometrist a starting point and provides valuable data that becomes part of the patient's permanent medical record. In this fifth module the following tests will be reviewed: visual acuity assessment, intraocular pressure measurement and lensometry.

At the conclusion of this course, participants will be able to:

- Describe how visual acuity is measured and recorded
- List the various types of tonometers
- Describe how various tonometers are used to measure intraocular pressure
- List and describe different types of spectacle lenses including spheres, sphero-cylinders and multifocals
- Describe the steps to using the lensometer to neutralize spectacle lenses
- Read a spectacle prescription and identify the various components of the prescription

## COMPUTER-BASED LEARNING

# PARAOPTOMETRIC SKILL BUILDER®

### Beginner Level 1 (continued)

#### External Examination

The external examination is a critical part of a thorough eye exam and it is often the paraoptometric who performs this vital task. "External Examination" is designed to outline the various steps to be performed in an alignment and motility evaluation, ocular muscle testing, color vision assessment, along with a pupil and anterior chamber evaluation.

At the conclusion of this course, participants will be able to:

- Discuss principles of ocular motility
- Describe cover-uncover, Worth 4-Dot and stereopsis testing
- Identify the different types of color vision tests available
- List the various types of color vision deficiencies
- Describe the techniques used for pupil size assessment
- Understand the principles behind the "Flashlight Test" used to estimate the depth of the anterior chamber

#### Ancillary Testing

The ancillary or supplementary tests the paraoptometric performs offer valuable information relating to patient care. This module will outline a number of evaluations that include the keratometer, corneal topographer, pachymeter, Schirmer's test and blood pressure.

At the conclusion of this course, the participants will be able to:

- Outline the steps of taking a keratometer reading
- Evaluate the K readings to determine the amount and orientation of corneal cylinder
- Describe the findings on a corneal topography map
- Outline the steps required for a blood pressure reading
- Describe the ideal blood pressure reading

#### Refractometry

The purpose of this eighth module is to acquaint the paraoptometric with the components of the refraction that the optometrist performs in the exam lane. The principles of objective and subjective refraction will be discussed along with the role of autorefractors. Loading a prescription into the phoropter will also be outlined in this module.

At the conclusion of this course, the participants will be able to:

- Differentiate and explain the difference between an objective and subjective refraction
- Name the various parts of the phoropter
- Outline the steps to loading a prescription into the phoropter
- Describe the procedure for properly placing the patient behind the phoropter



# COMPUTER-BASED LEARNING

## PARAOPTOMETRIC SKILL BUILDER®

### Beginner Level 1 (continued)

#### Visual Field Testing

Confrontation visual field testing, the Amsler Grid and computerized visual field testing are the areas covered in module nine of this series. The principles, the procedures and the results of the evaluation are also covered on a basic level.

At the conclusion of this course, the participants will be able to:

- Describe what is meant by a visual field
- Outline the steps of a confrontation visual field
- List the steps to using the Amsler Grid
- Describe the difference between static threshold and kinetic threshold testing
- Outline the steps to mapping a blind spot

#### Spectacles

Many optometric practices offer eyeglasses to meet their patients' refractive needs. This is why it is important that the paraoptometric in the practice has a good understanding of how to dispense eyewear to meet the visual results the doctor prescribed. This module will focus on various lens designs, materials, treatments and tints.

At the conclusion of this course, the participants will be able to:

- List and describe the different types of spectacle lens designs available for various Rx's
- Describe lens treatments and their specific usage
- List available sunglass tints and describe the best use for each
- Outline the steps to taking a patient's pupillary distance (PD) measurements

#### Contact Lenses

The majority of patients who come through the doors of an optometric practice will be wearing eyeglasses, contact lenses or even both. This is why it is important that the paraoptometric in the practice has a good understanding of both of these modalities. This module focuses on the role of contact lenses in the optometric practice.

At the conclusion of this course, the participants will be able to:

- Work through a contact lens prescription
- Discuss the various types and materials of contact lenses
- Outline the steps in training a patient to wear contact lenses
- Take a look at some of the unique instrumentation used in contact lens fitting
- Discuss the ordering and dispensing of contact lenses

#### Assisting the Optometrist

What exactly is the role of the paraoptometric assistant? It's actually quite simple. The role of the paraoptometric assistant is to be an assistant to the optometrist!

At the conclusion of this course, the participants will be able to:

- Outline the steps of being a scribe
- Assist the optometrist during the exam
- Instill eye drops and ointment
- Apply and remove eye patches

## COMPUTER-BASED LEARNING

# PARAOPTOMETRIC SKILL BUILDER®

### Beginner Level 1 (continued)

#### Patients With Special Needs

Every patient who visits the practice has unique and specific needs and every one of them are special. However, there are some patients who have special needs of their own that not only impact their vision, they impact their visit. This module will focus on how to work with patients who are visually impaired, physically challenged, deaf or hard of hearing and diabetic. It will also address the paraoptometric's role when there is a true ocular or medical emergency in the office.

At the conclusion of this course, the participants will be able to:

- Describe how to assist the blind or visually impaired patient in the office
- List various strategies for communicating with the deaf or hard of hearing patient
- Describe the symptoms of hypoglycemia and how to treat it in the office
- Outline the important questions to ask when a patient presents with an ocular emergency
- Define and describe Universal Precautions

#### Instrumentation and Maintaining Equipment

There is a lot of equipment in an optometric office and all of it needs to be maintained so that it works properly and provides the most accurate patient information for the doctor. Maintaining all of that important equipment in the office is the focus of this module. This module will outline how to clean and maintain the slit lamp, gonioscopy lens, applanation tonometer, tonopen, phoropter, direct ophthalmoscope, indirect ophthalmoscope, lensometer, projector, and keratometer.

At the conclusion of this course, the participants will be able to:

- Describe the basic use of instrumentation in the office
- Outline the steps to maintaining the instrumentation in the office
- Describe the importance of cleaning equipment in the presence of the patient



*"The paraoptometric program is essential to the profession of optometry. A highly trained staff increases morale, enhances quality of care and promotes teamwork in the care of our patients. Paraoptometry also advocates life-long learning and encourages staff to think of their work as a career rather than a job. As healthcare changes, we must continue to position ourselves and our staff as competent, well-trained professionals. Paraoptometry is integral to the continuing success of our profession."*

Steven Reed, O.D.

## COMPUTER-BASED LEARNING

# PARAOPTOMETRIC SKILL BUILDER®

## INTERMEDIATE LEVEL 2 Item number: PS26

**AOA Member Price: \$220**

**Non-member Price: \$329**

Four hours of continuing education is available when you complete the entire course. There is a processing fee for the CE: **PS26Q**

**AOA Members \$10 per CE hour \$ 40**

**Non-member \$25 per CE hour \$100**

### Intermediate Terminology

This course will familiarize you with some of the ophthalmic terminology paraoptometrics may hear and use in the optometric practice setting. In this unit, you will be able to break apart an ophthalmic term into word parts to understand the meaning of the medical term.

At the conclusion of this course, participants will be able to:

- Describe the anatomy of a medical term
- Define root words, prefixes and suffixes used in eyecare
- Determine the meaning of ophthalmic terms by looking at the root, prefix and suffix

### Anatomy: Orbit, Extraocular Muscles, and External Structures

This course provides an overview of the anatomical structures and functionality of the orbit, extraocular muscles and external structures of the eye.

At the conclusion of this course, participants will be able to:

- Describe the anatomy and function of the orbit
- Describe the anatomy and function of the extraocular muscles
- Describe the anatomy and function of the external structures of the eye

### Anatomy: Anterior Segment, Posterior Segment and Visual Pathway

This course provides an overview of the anatomical structures and functionality of the anterior segment, posterior segment and visual pathway.

At the conclusion of this course, participants will be able to:

- Describe the anatomy and function of the anterior segment
- Describe the anatomy and function of the posterior segment
- Describe the anatomy and function of the visual pathway

### Common Ocular Conditions

This course discusses common eye disorders along with system conditions that affect the eye.

At the conclusion of this course, participants will be able to:

- Define common ocular conditions
- Define common systemic conditions that affect the eye

# COMPUTER-BASED LEARNING

## PARAOPTOMETRIC SKILL BUILDER®

### Intermediate Level 2 (continued)

#### Ocular Effects of Systemic Conditions

This course discusses ocular and systemic conditions that negatively affect the health of the eye and vision.

At the conclusion of this course, participants will be able to:

- Define common diabetes conditions
- Define common thyroid conditions
- Define auto-immune disorders

#### Ophthalmic Surgery

This course introduces types of ophthalmic surgical procedures.

At the conclusion of this course, participants will be able to:

- Describe types of surgical procedures
- Discuss the indications for ophthalmic surgery

#### Eye Examinations Part 1

This course provides an overview of procedures and equipment used in an optometric office to determine a patient's refractive error.

At the conclusion of this course, participants will be able to:

- Describe the steps taken when assessing visual acuity
- Define methods of objective and subjective vision testing

#### Eye Examinations Part 2

This course provides an overview of tests and instrumentation used to evaluate a patient's ocular health.

At the conclusion of this course, participants will be able to:

- Identify the most portable types of instrumentation
- List the steps in visual field testing
- Understand how to evaluate a Corneal Topography Map

#### Basic Pharmacology

This course discusses types of ocular drugs, along with the use of each type.

At the conclusion of this course, participants will be able to:

- Describe the modes of drug delivery in eye care
- Describe the types of ophthalmic drugs
- Discuss the affect of ophthalmic drugs on the eye
- Determine the best way to instill eye drops without contaminating the bottle

# COMPUTER-BASED LEARNING

## PARAOPTOMETRIC SKILL BUILDER®

### Intermediate Level 2 (continued)

#### Refractive Status & Ophthalmic Lenses

This course discusses the refractive status of the eye, along with correction modality.

At the conclusion of this course, participants will be able to:

- Discuss the basic behavior of light as it travels through a prism
- Discuss the difference between emmetropia and ametropia
- Define accommodation
- Define and discuss the correction of myopia
- Define and discuss the correction of hyperopia
- Define and discuss the correction of astigmatism
- Define and discuss the correction of presbyopia

#### Ophthalmic Prescriptions

This course discusses the ophthalmic prescription components, add power, and the affect of prism on light.

At the conclusion of this course, participants will be able to:

- Describe the components of a lens prescription
- Determine the add power in a pair of spectacles
- Describe the use of prism in correcting eye conditions

#### Spectacles Part 2

This course provides information on how to help patients make good choices when ordering new lenses and frames.

At the conclusion of this course, participants will be able to:

- Expand on factors that influence lens options and frame selection
- List the benefits and types of Freeform Lenses
- How to choose the best frame size for patients
- List the three measurements that compose frame size

#### Contact Lenses Part 2

This course focuses on the role of contact lenses in the practice and the unique instrumentation used in contact lens fitting.

At the conclusion of this course, participants will be able to:

- Outline the ordering and dispensing of process for contact lenses
- Understand the pieces of legislation that impact the contact lens practice



*"From an optometrist's standpoint, paraoptometrics are the pillars on which the practice stands, and from the patient's standpoint they are often the factor that keeps them coming back year after year."*

Timothy Kearins, O.D.

## COMPUTER-BASED LEARNING

# PARAOPTOMETRIC SKILL BUILDER®

## ADVANCED LEVEL 3 Item number: PS26

**AOA Member Price: \$250**

**Non-member Price: \$359**

Four hours of continuing education is available when you complete the entire course. There is a processing fee for the CE:

**PS27Q AOA Members \$10 per CE hour \$ 40**  
**Non-member \$25 per CE hour \$100**



**Item number: PS27**

### Advanced Terminology

This course is a follow-up to the beginner and intermediate units, this unit will cover additional terminology a paraoptometric may encounter.

At the conclusion of this course, participants will be able to:

- Define Ganglion and Endothelial cells
- Understand the Schirmer's test
- Describe Sjogren's Syndrome and Steven's Johnson Syndrome

### Advanced Anatomy and Physiology

This course is a follow-up to the beginner and intermediate units, this unit will cover additional anatomy and physiology areas a paraoptometric may encounter.

At the conclusion of this course, participants will be able to:

- Outline the advanced ocular system
- Outline legal blindness
- List the functions of major body systems

### Contact Lenses Part 3

This course is a follow-up to the beginner and intermediate units, this unit will cover additional contact lens anatomy and physiology terminology, fitting procedures and contact lens related equipment use.

At the conclusion of this course, participants will be able to:

- List related ocular problems
- Discuss verification on contact lens related equipment
- Explain special lens designs and uses
- Understand fitting theories

### Color Vision

This course will review what color vision is and explain color vision tests.

At the conclusion of this course, participants will be able to:

- Describe types of tests
- Define and describe procedures
- Understand the significance of testing
- Explain the classification of disorders



## COMPUTER-BASED LEARNING

# PARAOPTOMETRIC SKILL BUILDER®

### Advanced Level 3 (continued)

#### Low Vision Rehabilitation/ Special Ocular Procedures

This course will review what is considered low vision and explain how to use various low vision devices. It will also review other ocular procedures that weren't included in the beginner and intermediate courses.

At the conclusion of this course, participants will be able to:

- Explain the classification, aids, and patient instruction for low vision
- List and describe special ocular procedures

#### Vision Therapy

This course will describe what vision therapy and sports vision therapy are. Additionally, commonly used equipment and exercises will be described.

At the conclusion of this course, participants will be able to:

- Outline anomalies and associated procedures
- Identify vision therapy equipment
- Define and describe sports vision testing
- Describe sports vision therapy equipment and exercises

#### Refractive Status of the Eye

This course is a follow-up to the beginner and intermediate units on refractive status of the eye; this unit will explain additional terminology.

At the conclusion of this course, participants will be able to:

- Describe the types, causes and corrective lenses of refractive conditions/3D vision
- Describe the types and procedures of stereo acuity
- List and describe binocular vision disorders

#### Frame Adjustments, Tools and Repairs

This course will explain how to do common frame adjustments and repairs with the adjustment tools found in most optical dispensaries.

At the conclusion of this course, participants will be able to:

- Describe the methods of frame adjusting
- Describe frame tools
- Describe various types of frame repairs

# COMPUTER-BASED LEARNING

## PARAOPTOMETRIC SKILL BUILDER®

### Advanced Level 3 (continued)

#### Compliance and Regulations

This course will review the professional and government agencies that have rules and regulations that have an effect on an optometry practice; in particular, OSHA rules will be explained.

At the conclusion of this course, participants will be able to:

- Explain what is OSHA, and why it exists
- Explain the General Duty Clause
- Describe the most cited safety violations
- Understand the standards of recordkeeping
- Understand the process of site inspections

#### Insurance Processing

This practice management course will review issues related to insurance processing for an eyecare practice.

At the conclusion of this course, participants will be able to:

- Explain what CPT is
- Describe how to file a claim
- Describe the importance of proper coding when processing third party claims
- Understand HCPCS
- Understand HIPAA
- Understand Coding Ethics and Compliance

#### Dispensary Staff and Sales

This practice management course will review sales techniques and appropriate customer service procedures for an eyecare practice.

At the conclusion of this course, participants will be able to:

- Motivate staff to be sales orientated
- Overcome sales objections
- Overcome price resistance
- Expand knowledge on customer service and returns

#### Calculating and Evaluating Prism

This course will provide a detailed understanding of how to calculate prism and how to determine if prism was unintentionally added to a prescription.

At the conclusion of this course, participants will be able to:

- Determine the optical center
- Understand Prentice's Rule – how to calculate prism
- Recognize ANSI Standards
- Identify a vertical imbalance

## COMPUTER-BASED LEARNING

# PARAOPTOMETRIC SKILL BUILDER®

### Advanced Level 3 (continued)

#### Spectacle Lens Problem Solving

This course gives the learner practical steps to follow if a patient returns with their new eyeglasses and they say they can't see or are uncomfortable wearing them. This information will help avoid unnecessary return visits to the doctor.

At the conclusion of this course, participants will be able to:

- Outline the steps in problem solving for lens issues
- Compare new and previous Rx
- Compare new and previous eyeglasses
- Compare base curves
- Compare materials
- Evaluate frame fit

#### Public Relations, Promotion, and Staff Recognition

This practice management course will review how to implement common marketing strategies for an eyecare practice.

At the conclusion of this course, participants will be able to:

- Describe types of public relations events
- Explain when and how to use press releases
- Explain what to include in a press release
- Describe how to create headlines that will draw attention
- Understand how to keep customers reading further
- Understand the importance of staff recognition



*"Paraoptometrics are an integral part to the success of our practice, as well as the profession of Optometry as a whole. We encourage education and also provide the resources for all in our office to become certified. We see the value first hand with having those in our office educated and it translates into better patient care."*

Mile Brujic, O.D.

## EDUCATION FOR THE ENTIRE STAFF

# OFFICE PACKAGE

Item # PS22

Equip your staff with all the education materials they will need for professional development and certification exam preparation.

Designed for:

- New staff training
- CPC certification examinations (CPO, CPOA, CPOT & CPOC) preparation
- Cross training
- Ongoing staff development

### Office Package Includes:

- CPO Study Guide CD-ROM
- CPO Study Flash Cards
- CPO Review Course CD-ROM (one hour CE credit available, fee applies)
- Self-Study Course for the Paraoptometric Assistant and Technician
- Self-Assessment Exam (includes one, single-use test sheet for 12 hours of CE credits)
- One set of each of the CPOA & CPOT Study Flash Cards
- Nine Education Module CD-ROMS
- One set of Introduction to Insurance Processing Flash Cards



Item number: PS22

**AOA Member Price: \$650**  
**Non-member Price: \$1200**



# EDUCATION FOR PARAOPTOMETRIC STATE LEADERS

## STATE RELATIONS PROGRAM

The Paraoptometric Section's State Relations Program is designed to aid in the development and establishment of state and local paraoptometric associations throughout the country. It may also provide existing associations with ideas for expanding their activities. The program allows for networking opportunities and sharing of "best practices" with other paraoptometric leaders.

### Resources

Available upon request in PDF format

- 15 Membership Growth Ideas
- Give & Go Giveaways or Prospect Promotion?
- *Briefly Speaking for Paraoptometrics* Newsletter - View the most recent issue of the newsletter designed for paraoptometric state leaders to use as a foundation to build upon for their own state newsletter
- The Advantages of Networking and Bookmarker
- Travel Justification - Why Send My Staff?
- Eight Tips for Recruiting Volunteers
- Membership: Communication with Retention in Mind
- Brighten Up your Newsletter
- How to fill those empty Seats?
- Leadership: Nine ways to be an effective Board member

### State Leaders Guide

The State Leaders Guide is useful for organizing a new association or assisting an existing association increase their membership and services.

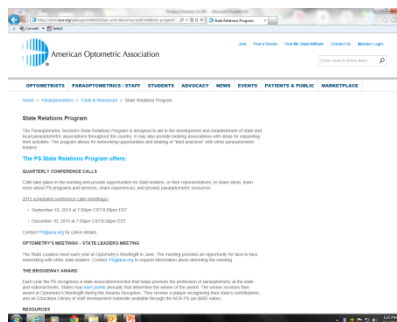
Sections in the State Leaders Guide include:

- How to Start an Association
- Meeting Protocol
- Speaker Information
- How to Increase Membership
- State Leaders Listing
- Calendar of Events
- Meeting Planners Guide
- Resources

To request a downloadable version of the entire Guide book, send your request to [PS@aoa.org](mailto:PS@aoa.org).

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Visit our Web page for  
more information



<http://www.aoa.org/paraoptometrics/tools-and-resources/state-relations-program>