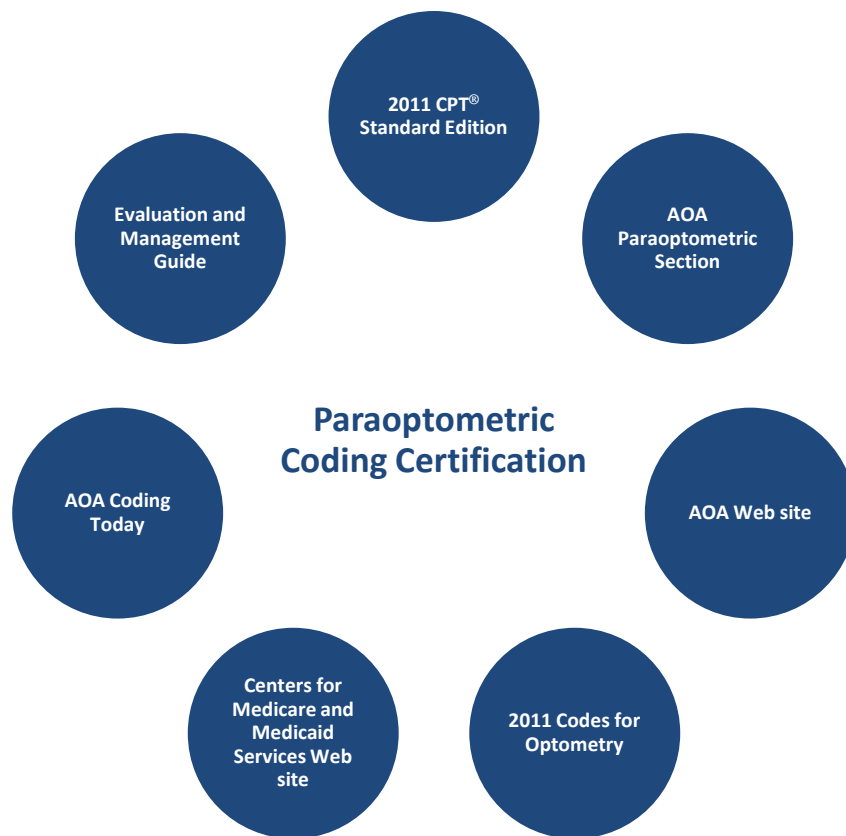


Paraoptometric Coding Certification

Study Map

Preparing for the Certified Paraoptometric Coding (CPOC) examination will be a breeze with the many resources available through the AOA and other internet sources. The attached map lists the subject matter of the examination content along with suggested resources to prepare with. The Study Guide Map on the following pages connects the individual sections of the examination to suggested study resources. The CPC does not constitute an endorsement concerning these sources and does not imply a guarantee that candidates will be successful in passing the Certified Paraoptometric Coding examination. Please note that some Web sites shown require a membership sign-in and password. Additional material will be added.



Paraoptometric Coding Certification Study Map

<u>Outline Subject Matter</u>	<u>Resources</u>
<p>I. Anatomy and Physiology (8%)</p> <p>A. Eye Anatomy</p> <ol style="list-style-type: none"> 1. Definitions 2. Functions <p>B. Pathology and Pharmacology</p> <ol style="list-style-type: none"> 1. Disease definitions 2. Common treatments 	<p>2011 CPT Standard Edition p. xxxix</p> <p>AOA Web site: (http://www.aoa.org/x6024.xml) (http://www.aoa.org/x6039.xml) (http://www.aoa.org/x10295.xml)</p> <p>AOA Clinical Practice Guidelines (http://www.aoa.org/x4813.xml)</p> <p>Paraoptometric Certification CPO Review Course (http://www.aoa.org/x14777.xml)</p> <p>Paraoptometric Section Home Education Module (Anatomy and Physiology – PS7)</p> <p>Paraoptometric Section CPO Study Guide (PS4)</p> <p>Paraoptometric Section Self Study Course (PS1)</p>
<p>II. Medical Terminology (8%)</p> <p>A. Prefix</p> <ol style="list-style-type: none"> 1. Numbers 2. Conditions 3. Directions/positions <p>B. Suffix</p> <ol style="list-style-type: none"> 1. Procedures 2. Conditions <p>C. Root Words</p> <p>D. Abbreviations</p>	<p>2011 CPT Standard Edition p. xviii-xix</p> <p>Paraoptometric Section Home Education Module (Anatomy and Physiology – PS7)</p> <p>Paraoptometric Section CPO Study Guide (PS4)</p> <p>Paraoptometric Section Self Study Course (PS1)</p> <p>Paraoptometric Certification CPO Review Course (http://www.aoa.org/x14777.xml)</p> <p>AOA Web site: (http://www.aoa.org/Eye-and-Vision-Conditions.xml)</p>

III. Review of CPT (22%)

A. Development of Procedure Codes

1. Initial Purpose
2. Evolution of the System
3. Current Maintenance

B. Evaluation and Management (E/M) Services Guidelines

1. Definitions of elements of a service
2. Determination of extent of E/M components
3. Determination of level of E/M

- a. Role of the Documentation Guidelines for the E & M Services (1994 and 1997 editions)

C. Evaluation and Management Categories

1. Office Services Definitions

- a. New patient 99201-99205
- b. Established patient 99211-99215

2. Subsequent Nursing Facility Care Services Definitions

- a. New or established patient 99307-99310

D. Surgery Guidelines

1. Follow-up care
2. Surgical package definition
3. Multiple procedures
4. Surgical materials/supplies

E. Ocular System Surgeries

1. Removal of Foreign Body Definitions

- a. (e.g. 65205, 65210, 65220, 65222)

2. Eyelids Procedures Definitions

- a. (e.g. 67800-67850, 67820, 67938)

- b. Applicable global periods

3. Lacrimal System Procedures Definitions

- a. (e.g. 68761, 68801-68840)

- b. Applicable global periods

4. Co-management Procedures

- a. Intraocular Lens Procedures Definitions

1. (e.g. 66982, 66984, 66821)

2. Applicable global periods

- b. Other Surgical Procedures Definitions

1. (e.g. 65710, 66500, 66600, 67107)

F. Diagnostic Procedures

1. Guidelines

2011 CPT Standard Edition

2011 Codes for Optometry

AOA web site:

(<http://www.aoa.org/x15181.xml>)

The screenshot shows the American Optometric Association website. The main navigation bar includes links for 'Find an Optometrist', 'About the AOA', 'Doctors', 'Perioperative', 'Students & Education', 'Health Care Reform', 'Media', and 'AOA Contact'. The 'Doctor Center' sidebar lists various resources like 'Member Advantages', 'ADA Practice Resources', 'ADA Coding and Medical Records', 'ADA Webinar Registration', 'ADA Practice Transition Strategies for Making Them Profitable', 'Reporting and Practice Development', 'Medical Content', 'Member Benefits & Services', 'Manuals/ Guides/ Surveys', 'AOA Sections', 'Meetings & Continuing Education', 'Legal Tools', 'Managed Care & Insurance', 'AOA Programs', 'Archives & History', and 'Leadership Training'. The main content area is titled 'AOA Coding and Medical Records' and features a 'Latest News' section with two items: 'Important Information on the Timely Claims Filing Requirement' and '2011 Current Procedural Terminology (CPT, American Medical Association) includes one very significant change affecting eye care'. On the right, there are buttons for 'Free Coding Webinars', 'Ask the Coding Experts', 'Frequently Asked Questions', 'Articles', 'ICD-10', 'PDR', and 'Medicare Learning Network'.

(<http://aoacodingtoday.prsnetwork.com/>)

The screenshot shows the AOACodingToday website. The header includes the American Optometric Association logo and the tagline 'point > click > code'. A search bar is present. Below the header, a banner states 'The AOA and PRS Network are proud to provide AOACodingToday as an ongoing member benefit.' To the right, there is a 'CODING TODAY TIP OF THE WEEK' section with text about CPT, ICD 9, the Documentation and Medicare guidelines, and a 'LOGIN' button for AOA Members.

(<http://www.aoa.org/x9609.xml>)

The screenshot shows the American Optometric Association website with the 'Coding Learning Tools' section highlighted. The 'Doctor Center' sidebar is visible on the left. The main content area is titled 'Coding Learning Tools' and includes three sub-sections: 'The CPT Process', '40000 Codes Series: Eye and Ocular Anatomy', and 'Coding for Eye Health and Vision Services'. Each sub-section provides a brief description and links to download presentations. On the right, there are buttons for 'American Optometric Association Eye Care Resource Center', 'The CPT Process', 'American Optometric Association Eye Care Resource Center 40000 Series Surgery Eye and Ocular Anatomy', 'Coding for Eye Health and Vision Services', and 'American Optometric Association Eye Care Resource Center Basic Coding 99 - Codes'.

2. Definition

- a. (e.g. 76514, 76510, 76516, 76519)

G. Ophthalmic Guidelines

1. Definitions of service levels

H. General Ophthalmic Services Definitions

- 1. New patient 92002, 92004
- 2. Established patient 92012, 92014

I. Special Ophthalmic Services Definitions

- 1. (e.g. 92015, 92020, 92070, 92081, 92082, 92083, 92100, 92133, 92134, 92060, 92065)

J. Ophthalmoscopy Definitions

- 1. (e.g. 92225, 92226, 92250)

K. Other Specialized Service Definitions

- 1. (e.g. 92283, 92285, 92230)

L. Contact Lens Services

- 1. Guidelines
- 2. Definitions
 - a. (e.g. 92310-92326)

M. Spectacle Services

- 1. Guidelines
- 2. Definitions
 - a. 92340-92371


N. Category II Codes

- 1. Guidelines
 - a. Modifiers
- 2. Medicare Physician Quality Reporting System (PQRS, formerly PQRI)
 - a. Purpose and current use
 - b. PQRS measures related to optometric care

O. Category II Modifiers

- 1. Definitions
- 2. Types of modifiers
 - a. 1P, 2P, 3P, 8P

(http://aoa.reimbursementplus.com/)



Experience The Gold Standard In CPT Code Information and Reimbursement Solutions

We offer AOA members a comprehensive set of Internet-based, real-time tools that provide up-to-the-minute CPT code reimbursement information, all related CPT code information and characteristics, and state-of-the-art information regarding CPT code and medical record-keeping compliance.

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Setting up the AOA ReimbursementPLUS Suite is a breeze! Our intuitive interface knows the specific reimbursement data and rules for every CPT code for your zip code. Simply select the CPT codes you want, input your current fees, and tell us which medical carriers with which you are contracted. No more dealing with generalities, no more uncertainty about which rules apply to your practice. You see only the information that applies to your practice - the information that is critical to have when making important decisions throughout your day.

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(http://www.aoa.org/x7990.xml)



Doctor Center

PQRI - Medicare Physician Quality Reporting Initiative

PQRI - Medicare Physician Quality Reporting Initiative

ADA's PQRI Summary Chart (Updated for 2010)

In the easy-to-read chart, each PQRI measure is listed with its associated CPT II code(s), CPT I code(s), and modifiers, along with usage notes.

Download the Chart

Introduction - PQRI Program

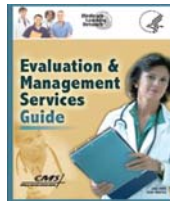
In 2009 and 2010, optometrists who successfully report a designated set of quality measures on claims during the PQRI Reporting Period, **may earn a 2% bonus payment** of total allowed charges for covered Medicare physician fee schedule services. Allowed charges are that portion of the submitted charges that is approved for Medicare payment (including the deductible and coinsurance).

The PQRI program was originally created as part of the Tax Relief and Healthcare Act of 2006 that provides the statutory authority for the PQRI program. PQRI reporting will focus attention on quality of care. The basis for the initiative is the reporting of evidence-based measures developed by professionals and endorsed by national consensus groups such as the National Quality Forum (NQF) and AOA (through the Ambulatory Care Quality Alliance), when an optometrist

Centers for Medicare and Medicaid Services

Evaluation & Management Services Guide

(http://www.cms.gov/MLNProducts/downloads/eval_mgmt_serv_guide.pdf)



IV. Diagnosis Codes (24%)

A. Development of Diagnostic Codes

1. Initial Purpose
2. Evolution of the System
3. Current Maintenance

B. International Classification of Diseases-Ninth Edition (ICD-9)

1. Guidelines
2. Categorization
3. Supplementary codes
 - a. Guidelines for use

C. Health Care Procedures Classification System (HCPCS)

1. Guidelines
2. Definitions
 - a. Spectacle codes V2100-V2799
 - b. Contact lens codes V2500-V2599
 - c. Low vision codes V2600-V2615
 - d. Prosthetics codes V2623-V2632
3. HCPCS modifiers

D. Medicare Correct Coding Initiative (CCI)

1. History and purpose
2. Manual guidelines
3. Review of CCI edits table

E. Overview of ICD-10

1. Purpose
2. Implementation date

2011 Codes for Optometry

Centers for Medicare and Medicaid Services

(<http://www.cms.gov/MedHCPCSGenInfo/>)

(<http://www.cms.gov/nationalcorrectcodinitd/>)

(<http://www.cms.gov/ICD10/>)

AOA Web site:

(<http://www.aoa.org/x15504.xml>)

(<http://www.aoa.org/x17166.xml>)

See AOA Web site resources shown in Section III.

V. Medical Records (paper/electronic) (14%)

A. Documentation Guidelines for the Evaluation and Management Services (1994-1997 eds)

1. Organization of medical records

2. Collection of information

a. Use of abbreviations

3. Correction of information

B. Retaining and purging

1. Statute of limitations

2. Protection of privacy

C. Health Information Privacy and Accessibility Act

1. History and Purpose

2. Disclosures of Protected Health Information (PHI)

D. Medical Records Reviews and Audits

1. Internal

2. External

E. Reasonable and Necessary (formerly "Medical Necessity")

1. Advance, Beneficiary Notice (ABN Form)

a. Purpose

b. Form requirements

Centers for Medicare and Medicaid Services

Evaluation & Management Services Guide

(http://www.cms.gov/MLNProducts/downloads/eval_mgmt_serv_guide.pdf)



AOA Web site:

(<http://www.aoa.org/x4837.xml>)

(<http://www.aoa.org/ehr.xml>)

(http://www.cms.gov/MLNProducts/downloads/ABN_Booklet_ICN006266.pdf)

(<http://www.cms.gov/center/dme.asp>)

Paraoptometric Section CPO Study Guide (PS4)

VI. Claim Filing (12%)

A. CMS Form (formerly HCFA)

1. Completion guidelines
2. Example form

B. Timely Filing

C. Redeterminations/Appeals

AOA Web site:

(<http://www.aoa.org/x6527.xml>)

Centers for Medicare and Medicaid Services

(www.cms.hhs.gov/MLN MattersArticles/downloads/MM5060.pdf)

(www.cms.hhs.gov/NationalProvdentStand)

(<http://www.aoa.org/x4837.xml>)

VII. Compliance (12%)

A. Compliance Program

1. Purpose
2. Development

B. Contracts and Agreements

1. Medicare
 - a. Definition/description
 - b. Scope of practice
 - c. Current policies
 1. National Coverage Determinations (NCDs)
 2. Local Coverage Determinations (LCDs)
 - d. Medicare Provider Manual overview

C. Other Carriers

1. Government
2. Private Plans
3. Third Party

Centers for Medicare and Medicaid Services

(<http://www.cms.gov/DeterminationProcess/>)

(http://www.cms.gov/DeterminationProcess/04_LCDs.asp#TopOfPage)

(http://www.cms.gov/MedicareContractingReform/12_ComplianceProgramGuidance.asp)

(<http://www.oig.hhs.gov/fraud/complianceguidance.html>)

AOA Web site:

(<http://www.aoa.org/documents/qa-manual.pdf>)

(<http://www.aoa.org/x14139.xml>)

(<http://www.aoa.org/x5257.xml>)



See AOA Web site resources shown in Section III-VI