

## 2024 Certified Paraoptometric Coder Examination – CPOC

### Outline

This outline will provide you with information on the content of the Certified Paraoptometric Coder (CPOC) examination. The following outline includes a brief explanation of the areas covered in the examination. You should be familiar with all the terms, meanings, and use. All 125 questions (as well as additional pre-test questions) on the examination are of the objective, multiple choice type. Passing score is determined by the CPC. A passing score is 70% or 88 correct out of 125.

#### I. Anatomy and Physiology (8%)

- A. Eye Anatomy
  - 1. Definitions
  - 2. Functions
- B. Pathology and Pharmacology
  - 1. Disease Definitions
  - 2. Common Treatments

#### II. Medical Terminology (8%)

- A. Prefix
  - 1. Numbers
  - 2. Conditions
  - 3. Directions/Positions
- B. Suffix
  - 1. Procedures
  - 2. Conditions
- C. Root Words
- D. Abbreviations

#### III. Review of Current Procedural Terminology® (AMA) (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 for Office/Other Outpatient
  - 2. Determination of Level of E/M
    - a. Role of Medical Decision Making or Time
- C. Evaluation and Management Categories
  - 1. Office Services Definitions
    - a. New patient 99202-99205
    - b. Established patient 99212-99215
  - 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
  - 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, 92071, 92081, 92082, 92083, 92100, 92133, 92134, 92060, 92065)
- J. Ophthalmoscopy Definitions**
  - 1. (e.g. 92201, 92202, 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. (e.g. 92340-92371)
- N. CPT Modifiers**
  - 1. Guidelines
    - a. Modifier

#### **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-Tenth Edition (ICD-10)**
  - 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
  - e. Frame codes V2020-V2025
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

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

- A. Documentation Guidelines for The Evaluation and Management Services (1995 And 1997 Editions)**
  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
- F. Office Records**
  1. HIPAA Guidelines
  2. Payment Policies
    - a. Billing
  3. Storage
    - a. Scanning
    - b. Off-site

#### **VI. Claim Filing (12%)**

- A. CMS – 1500 Form**
  1. Completion Guidelines
  2. Example Form
- B. Timely Filing**
- C. Redeterminations/Appeals**

#### **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

## Recommended Reference Material

Listed below are general references that may be useful in preparing for the CPOC examination. The listing of these resources does not constitute a CPC endorsement of these sources and does not imply a guarantee that candidates will be successful in passing the CPOC examination.

### AOA Marketplace

- ◆ Current Procedural Terminology (CPT®) Standard or Professional Edition (current edition recommended)
- ◆ Codes for Optometry (current edition recommended) (Available in AOA Marketplace ODE231)
- ◆ ICD-10-CM International Classification of Diseases (current edition recommended – NOT available in AOA Marketplace)
- ◆ ICD-10-CM the Complete Official Codebook (may say “with guidelines”)

## CPOC Study Map

You may prepare for the Certified Paraoptometric Coder (CPOC) examination using study resources available through the AOA and various other internet sources as well as hard copy optometric texts. The study map below lists the subject matter of the examination content along with some study resources. The study map connects available resources to individual sections of the examination. The listing of these resources does not constitute a CPC endorsement concerning these resources and does not imply a guarantee that their use will ensure candidates are successful in passing the Certified Paraoptometric Coder examination. Please note that some web sites shown require a membership sign-in and password. Note that access to select EyeLearn courses are available to non-members for a fee.

## Anatomy and Physiology

### AOA Marketplace and EyeLearn

- ◆ Current Procedural Terminology (CPT®) Standard or Professional Edition (current edition recommended)
- ◆ Certified Paraoptometric Review Course
- ◆ 2020-2024 Certified Paraoptometric (CPO) Exam: Study Resources (PDF)
- ◆ Basic Anatomy and Conditions of the Eye
- ◆ Insurance Processing Flash Cards (PS21 – AOA Marketplace)

### Other

- ◆ [www.aoa.org/patients-and-public/resources-for-teachers/how-your-eyes-work?sso=y](http://www.aoa.org/patients-and-public/resources-for-teachers/how-your-eyes-work?sso=y)

- ♦ [www.aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions?sso=y](http://www.aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions?sso=y)
- ♦ [https://eyewiki.aoa.org/Main\\_Page](https://eyewiki.aoa.org/Main_Page)

## Medical Terminology

### AOA Marketplace and EyeLearn

- ♦ Current Procedural Terminology (CPT®) Standard or Professional Edition (current edition recommended)
- ♦ Certified Paraoptometric Review Course
- ♦ 2020-2024 Certified Paraoptometric (CPO) Exam: Study Resources (PDF)
- ♦ Basic Anatomy and Conditions of the Eye
- ♦ Insurance Processing Flash Cards (PS21 – AOA Marketplace)

## Review of CPT

### AOA Marketplace

- ♦ Current Procedural Terminology (CPT®) Standard or Professional Edition (current edition recommended)
- ♦ Codes for Optometry (current edition recommended) (Available in AOA Marketplace ODE231)
- ♦ Insurance Processing Flash Cards (PS21)

### Other

Centers for Medicare and Medicaid Services – Medicare Learning Network and Evaluation & Management Services Guide

- ♦ <https://www.cms.gov/search/cms?keys=medicare+learning+network>
- ♦ [www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/97Docguidelines.pdf](http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/97Docguidelines.pdf)

ICD-10-CM International Classification of Diseases (current edition recommended)

## Diagnosis Codes

### AOA Marketplace

- ♦ Codes for Optometry (current edition recommended)

### Other

- ♦ Centers for Medicare and Medicaid Services
  - ♦ <https://www.cms.gov/Medicare/Coding/MedHCPCSGenInfo>
  - ♦ <https://www.cms.gov/Medicare/Coding/NCCI-Coding-Edits>
  - ♦ <https://www.cms.gov/Medicare/Coding/ICD10>

## Medical Records (electronic and paper)

### EyeLearn

- ♦ 2020-2024 Certified Paraoptometric (CPO) Exam: Study Resources (PDF)
- ♦ Certified Paraoptometric Assistant Review Course
- ♦ Para Speaker Series: HIPAA – The Fundamentals

### Other

Centers for Medicare and Medicaid Services – Medicare Learning Network and Evaluation & Management Services Guide

- ♦ <https://www.cms.gov/search/cms?keys=medicare+learning+network>
- ♦ [www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/97Docguidelines.pdf](http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/97Docguidelines.pdf)
- ♦ <https://www.cms.gov/search/cms?keys=DME>

Updated May 2024

- ◆ U.S. Department of Health & Human Services
  - ◆ [www.hhs.gov/hipaa/](http://www.hhs.gov/hipaa/)
- ◆ Medicare Learning Network
  - ◆ [www.cms.gov/MLNProducts/downloads/ABN\\_Booklet\\_ICN006266.pdf](http://www.cms.gov/MLNProducts/downloads/ABN_Booklet_ICN006266.pdf)

### Claim Filing

- ◆ Centers for Medicare and Medicaid Services
  - ◆ [www.cms.hhs.gov/MLNMattersArticles/downloads/MM5060.pdf](http://www.cms.hhs.gov/MLNMattersArticles/downloads/MM5060.pdf)
  - ◆ [www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand/](http://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand/)

#### Other

- ◆ [www.medicare.gov/what-medicare-covers/index.html](http://www.medicare.gov/what-medicare-covers/index.html)
- ◆ <https://nucc.org/>

### Compliance

- ◆ Centers for Medicare and Medicaid Services
  - ◆ [www.cms.gov/DeterminationProcess/](http://www.cms.gov/DeterminationProcess/)
  - ◆ [www.cms.gov/DeterminationProcess/04\\_LCDs.asp#TopOfPage](http://www.cms.gov/DeterminationProcess/04_LCDs.asp#TopOfPage)
  - ◆ [www.cms.gov/Medicare/Compliance-and-Audits/Part-C-and-Part-D-Compliance-and-Audits/ComplianceProgramPolicyandGuidance.html](http://www.cms.gov/Medicare/Compliance-and-Audits/Part-C-and-Part-D-Compliance-and-Audits/ComplianceProgramPolicyandGuidance.html)
  - ◆ <https://oig.hhs.gov/fraud/report-fraud/>
  - ◆ <https://oig.hhs.gov/compliance/>