A MESSAGE FROM THE PRESIDENT

VERA J. KOHLER CPOA

MESSAGE FROM THE PRESIDENT

PPA held a board meeting on January 24, 2015 at the Courtyard Marriott in Altoona, Pa.

The Para Manual update was reviewed. We are looking into avenues on how to scan the book so we can add and remove information. Our goal is to have the manual available by E/Reader and present it at the Spring Meeting in 2017.

Dr. Christoph advised the board that after reviewing our Constitution and Bylaws that we do not have a dismissal policy. Sarah Owens, CPOC will contact legal at POA to assist in adding the policy. The purposed change will be presented to the General Membership in Bedford for approval.

A discussion was held on what to charge doctors attending PPA education. The board agreed to charge $100 (one hundred dollars) if they have a para attending the education and the prevailing charge for a paid para if they do not have a para in attendance.

A goal of PPA for 2015 is to educate the doctors on who we are and what we do. PPA provides education and promotes certification. Roberta Beers, CPOT will be providing a flyer for POA Local Society Presidents to hand out at their meetings. Membership in PPA is $40.00 (forty dollars) per year. That is only eleven cents a day. PPA offers education in conjunction with the POA at the Spring and Fall Meetings.

The nationally recognized titles and certification levels for Paraoptometrics are:

Certified Paraoptometric (CPO) – a para who has attained national recognition via certification by demonstrating an understanding of the concepts used in optometry care.
Certified Paraoptometric Assistant (CPOA) – a para who has attained national recognition by demonstrating the ability to apply the concepts used in optometric care.

Certified Paraoptometric Technician (CPOT) – a para who has attained nation recognition by demonstrating the ability to understand, apply and interrelate the concepts used in optometric care.

Certified Paraoptometric Coder (CPOC) – a para who has attained national recognition by demonstrating proficiency, and expertise, and validating superior knowledge in an optometric coding environment.

What does educated staff mean to your practice?

Patient Satisfaction

Professional Development

Increased Revenue

Staff Retention

The budget for 2016 was established and will be presented to the General Membership at the Beford meeting for approval.

You can learn all about the PPA on or web page. The website can be located on the POA website and click on Paraoptometrics. Information from the current board and committee members, to education events, our Constitution and Bylaws plus more is available. Please contact any board member with any questions or suggestions.

PPA is looking forward to the meeting in Bedford in the “Spring”.

Yours in Paraoptometry,

Vera J Kohler CPOA

Message from the President Elect:
Sarah Owens, CPOC

I am interested in hearing from you, the paraoptometrics and doctors of Pennsylvania!

What do you need the PPA association to do for you ?

We are here to help educate and assist all of the staff of an optometric practice. This includes front desk, technicians, optical and billing staff. I encourage everyone to stop at our booth in the Exhibit Hall at Spring Congress in Bedford, PA. We can answer any questions you have about education, certification or paraoptometrics in general. Suggestions and constructive criticism are also welcome at our booth. The PPA is here to serve your needs….come talk with us!
Message from the Vice President of Continuing Education:
April Stewart, CPO

Spring Congress is held at Bedford Springs on May 15-17, 2015. This year’s speaker is nationally recognized, Lynn Lawrence.

Lynn E. Lawrence is currently a national lecturer and an ophthalmic technician for Mills Eye and Facial Surgery. In 2009 he retired from the USAF after 30 years of service. During his military career he was promoted to the top 1% of the enlisted ranks, Chief Master Sergeant, and then assigned to the Army/Air Force Exchange Service Headquarters, Dallas, Texas as the Optical Program Manager. He oversaw quality control for 133 optical stores world-wide. He was also appointed by the Air Force Surgeon General as the Ophthalmic Career Field Manager where he oversaw 540 Optometry and Ophthalmology technicians at 90 locations around the world.

Please remember to bring with you your lanyards from years past. Also a reminder, there are no handouts for the classes given out by the PPA. The handouts will be available for downloading on the POA website.
Paraoptometric Schedule

Friday, May 15th

7-11 am  Registration
1-2 pm   Personally Growing in My Profession
2-3 pm   Ocular Emergencies
3-4 pm   Non-Ocular Emergencies
4-5 pm   Employee VS Process
9:00 pm  President’s Reception

Saturday, May 16th

7-8 am   Registration
8-11 am  Hands on Skills Workshop
11-2:30  Exhibit Hall w/ lunch
2:30 - 3:30pm  General Business Meeting and Elections
3:30-4:30 pm  Dispensing Standards for Beginners
4:30-5:30 pm  HIPAA Now 1
Fee Schedule

PPA Member for Friday and Saturday Including Saturday lunch $ 160.00
Non-PPA Member for Friday and Saturday Including Saturday lunch and 2015 dues $ 200.00
PPA Member Friday only education $ 60.00
PPA Member Saturday only education $ 100.00
Non-PPA Friday only education $100.00
Non PPA Saturday only education $140.00

Personally Growing in My Profession

This course is designed to assist attendees in discovering how to develop into an ophthalmic professional. It will identify available certifications and organizations where those certifications are used. It will open the eyes of ophthalmic professionals in every ophthalmic aspect. The attendee will learn how to develop a plan that will be successful in attaining their personal goals in the profession.

What Every Tech Should Know About Ocular Emergencies

Presents an overview of how phone triage and walk-in office visits should be handled from an assistance’s perspective. Key elements of triage, and the difference between an emergency and urgent care and testing procedures required before treatment by the optometrist.

In office, Non-Ocular Emergencies

This course is designed to educate attendees on the possibilities of encountering emergencies not eye related to the eye. The course will assist attendees in identifying the signs of patient in distress and techniques for acquiring the proper assistance. Attendees will learn how to address office emergencies in a prompt and professional manner.

Employee vs Process?

This course is designed to assist attendees in identifying and documenting key processes within an office/clinic environment. Attendee wills learn how to flow chart a process and identify when a process is failing or an employee is failing. This useful course will aid all office leadership in teaching and developing their staff’s knowledge on office flow and key processes. By the end of the course, attendees will understand the value of a process and flow chart.

Hands-On Skills Workshop
This lecture is designed to aid the assistants in understanding the prescreening process. The course will provide scenarios to provoke conversation among the attendants to answer the question of “what next” when screening patients. This lecture will cover, case history, visual acuity, pupillary response, cover testing, Muscle-H testing, confrontation fields. Great prep course. Attendees will need to bring the following materials with them: color vision testing, stereo testing, a light source and a pair of contact lenses.

Dispensing Standards for Beginners

This lecture covers testing and adjustments required before dispensing glasses. The lecture covers ANSI standards for spectacles verification. This lecture will use pictures and some instrumentation to demonstrate standards and quality (checklist provided).

HIPAA Now

This course is designed to cover the Health Information Portability and Accountability Act from the basics to current trends in the practice. It will assist attendees in setting up their own HIPAA compliance program and understand the value in having a HIPAA Compliance Officer.

Do not miss out on this education. Click here for your registration form …

Message from Vice President Communications and Public Relations

April Conde , ABO

Welcome 2015, Looking forward to working with everyone and provide information everyone is interesting in knowing. Hope to have a successful year.

Warmest Regards to everyone,
April

Message from Secretary/Treasurer

Cindy Whitman, CPO

The current Checking account balance is $4,649.49 (four thousand six hundred forty nine dollars and forty nine cents) and the savings account balance is $18,636.10 (eighteen thousand six hundred thirty six dollars and ten cents).

PPA’s current membership is 100 including three honorary members.

Please Note: Article VI, Sec. 2 of the PPA Constitution and By-Laws stat: “(b) a member shall be considered delinquent if current dues have not been received by April 15th and (c) a member shall be dropped from the membership and all membership benefits shall cease if current dues have not been received before April 15.

Cindy Whitman, CPO PPA Secretary/Treasurer
## Proposed Budget

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| **EXPENSES**        |             |             |             |             |
| Committee           | $500.00    | $750.00    | $625.00     | $750.00     |
| PPA/POA Board Meetings | $2,275.00 | $1,800.00  | $2,587.60  | $2,800.00  |
| President Allocated |             |             |             |             |
| Expenses            | $2,100.00  | $2,100.00  | $1,804.35   | $2,100.00   |
| Meeting Room Rental | $500.00    | $1,000.00  | $443.60     | $700.00     |
| Equipment           |             |             |             |             |
| Rental              | $750.00    | $1,000.00  | $530.00     | $700.00     |
| Education/para Reception | $1,000.00 | $1,700.00  | $2,213.70   | $1,700.00   |
| Honorarium          | $1,600.00  | $4,000.00  | $4,246.29   | $5,000.00   |
| Library             | $50.00     | $0.00      | $0.00       | $0.00       |
| Printing            | $250.00    | $100.00    | $0.00       | $100.00     |
| Legal/Accounting    | $275.00    | $300.00    | $275.00     | $300.00     |
| Bank/Credit Card Fees | $350.00  | $350.00    | $176.97     | $250.00     |
| Postage             | $150.00    | $150.00    | $286.24     | $250.00     |
| Gifts & Donations   | $200.00    | $200.00    | $142.25     | $200.00     |
| State Pins/T-Shirts | $210.00    | $0.00      | $0.00       | $0.00       |
| Supplies            | $100.00    | $100.00    | $180.24     | $200.00     |
| Past President Incentive Award | $200.00  | $200.00    | $0.00       | $200.00     |
| Misc.               | $100.00    | $100.00    | $66.80      | $100.00     |
| **Total**           | $10,310.00 | $13,850.00 | $13,578.04 | $15,350.00  |
May 15-17th  2015 - POA/PPA Spring Congress, Bedford, PA
June 2015 - AOA Optometry’s Meeting-Seattle, WA

Don’t forget to join our group on facebook (Pennsylvania Paraoptometric Association) It’s a great place to share ideas/photos and keep in touch with the other PPA members. Click [here](#) to see our page.

DO YOU KNOW A GIRL SCOUT IN YOUR COMMUNITY? ARE YOU A GIRL SCOUT LEADER?
PPA PROMOTES VISION AWARENESS BY ENCOURAGING EDUCATIONAL OPPORTUNITIES TO EARN A *VISION AWARENESS PATCH*.

FOR MORE INFORMATION ON EDUCATIONAL OPPORTUNITIES TO EARN THE VISION AWARENESS PATCH, PLEASE CONTACT THE GIRL SCOUT PATCH COMMITTEE CHAIR

Shelley Manson
Email: manson603@gmail.com
Phone: 814-677-6639
Fax: 814-677-9562

**Quarterly ParaEyes E-News**

One of the great benefits of membership is the quarterly Pennsylvania Paraoptometric newsletter, *(Para-Eyes)* *E-News*. The newsletter features a message from your Chair, information on happenings within the Association, CE opportunity listings, and much more. Deadlines to submit information for the newsletter will be announced two weeks before it goes to print. We are always looking for input from you and the local societies.

*Volunteering Doesn’t Take a Lot of Time,*  
*Just a Little Time to Care!*  

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[Volunteer image]
Great customer service

Our competitors want OUR customers/patients.

Make OUR customers/patients feel valued.

The only excuse for poor service is a negative attitude.

Superior service starts with how you/we treat each other.

“I’m too busy” doesn’t apply here.

As a team “We know it all”. As individuals we do not.

The only thing we demand from you is “Have fun at what we do”

Sales should not scare you, it is OUR job to inform and offer our customers/patients all of OUR products and services.

“IT is not my job” does not apply here either.

************************************************************************************************************

Do you know a Paraoptometric who has been outstanding in your office, local society or in the field of Paraoptometry? Now is the time to honor him/her by nominating them for Pennsylvania Paraoptometric of the Year.

Deadline is April 1st for all nominations. Award Ceremony is held at the POA/PPA Spring Congress in Bedford this May

Please see the nomination form below or access the form on the website.
Pennsylvania Paraoptometric of the Year
Nomination Form

Rules
· The candidate must be a member in good standing of the Pennsylvania Paraoptometric Association
· The nomination must be submitted to the committee chair person
· The nomination must be submitted by a local paraoptometric society, or local optometric society, a PPA member, a POA member, or by Nominee
· The nomination must be submitted on this form
· Nominations may be resubmitted in future years

Criteria
Area I - Service to optometry and the Pennsylvania Paraoptometric Association
· Contributions of personal effect and time toward the professions advancement.
· Service as an officer, committee member or chair on the local, state or any official organization
· Promotion of the associations goals and programs
· Activity in support of the associations projects
· Involvement in public information activities
Area II - Public/Community Service
· Participation in public service programs (vision screening, etc)
· Service to sight saving groups, education, the community, religious or service institutions, charitable causes, etc.

Nominee:
Name: ________________________________________________________________________
Office Address: ________________________________________________________________
Home Address: _________________________________________________________________
Office Phone _______________________________Home Phone__________________________

Nomination Submitted By (individual or group)
Name(s) ___________________________________________ Date _________________________
Title(s)_____________________________________Office Phone _____________________________
Association____________________________________________________________________
Office Address_________________________________________________________________

Completed forms and return to: Submission Deadline – April 1, 2015
April Conde, ABO
c/o Owens Optometrics
654 E. Main St
New Holland, PA 17557
Key Eye Nutrients in Fruits and Vegetables

The AOA recommends eating a diet with a variety of foods loaded with key nutrients, such as lutein and zeaxanthin, for maintaining and improving eye health.

The AOA’s American Eye-Q® survey showed that nearly half of all Americans (49 percent) still believe carrots are the best food for eye health. While carrots do contain nutritional value by supplying beta-carotene, which is essential for night vision, spinach and other dark, leafy greens are the healthiest foods for eyes because they naturally contain large amounts of lutein and zeaxanthin.

The AOA recommends the following foods that contain key nutrients for eye health:

* Lutein and zeaxanthin: To help reduce the risk of developing age-related macular degeneration (AMD), eat one cup of colorful fruits and vegetables such as broccoli, spinach, kale, corn, green beans, peas, oranges and tangerines four times a week.

* Essential fatty acids: Studies suggest omega-3 fatty acids such as flax or fleshy fish such as tuna, salmon, or herring, whole grain foods, lean meats and eggs may help protect against AMD and dry eye.

* Vitamin C: Fruits and vegetables, including oranges, grapefruit, strawberries, papaya, green peppers and tomatoes, can help minimize the risk of cataracts and AMD.

* Vitamin E: Vegetable oils, such as safflower or corn oil, almonds, pecans, sweet potatoes, and sunflower seeds are powerful antioxidants that can slow the progression of AMD and cataract formation.

* Zinc: A deficiency of zinc can result in poor night vision and lead to cataracts; therefore, consuming red meat, poultry, liver, shellfish, milk, baked beans, and whole grains on a daily basis is important.

For a list of quick and simple recipes that promote healthy eye sight and vision, visit www.aoa.org/x11857.xml.

Everyone’s heard the saying “you are what you eat.” Well, it’s true for your eyes as well as for your heart, bones and teeth. During AOA's Save Your Vision Month, the AOA reminds Americans that caring for eyes includes looking carefully at what you eat.

Six nutrients — antioxidants lutein and zeaxanthin, essential fatty acids, vitamins C and E and the mineral zinc — have been identified as helping to protect eye sight and promote eye health. Because the body doesn’t make these nutrients naturally, it’s important that they are incorporated into a daily diet and, in some cases, supplemented with eye vitamins.
More than two decades of extensive research have provided a better understanding of how diet and nutrition can not only keep our eyes healthy, but reduce the risk of certain eye diseases as we age. From dry eye to age-related eye diseases, research shows that nutrition plays a critical role in maintaining the health of our eyes.

Choose to see the world through grateful eyes.

It will never look the same way again.

Some Comic Relief

Doctor, I think I need to get my eyes checked up.

You certainly need to. This is a restaurant.
Please plan to attend the POA/PPA Spring Congress May 2015.

During the Business Meeting on Saturday afternoon, we will hold election of officers for 2016.

President-Elect – Duties- Perform the duties and responsibilities of the President in the President’s absence or in the event of the failure or inability of the president to perform the duties. Prepare and present a report for the board and general meetings. Attend all PPA board meetings and general membership meetings.

Vice President Continuing Education- Duties- Arrange topics and speakers for educational meetings. Submit educational materials to Commission on Paraoptometric Certification for approval. Oversee the recording of continuing education hours and awards, also recourse library and economic task force. Attend meetings and report to the president/board.

Secretary/Treasurer- Duties – Keep accurate records of the proceedings of all board of directors and general membership meetings, submit the minutes to the president for approval within two weeks of the meeting, Attend all PPA board meetings and general membership meetings. As treasurer- perform all duties assigned by the president. Be custodial of funds, legal and fiscal documents and securities received in the name of the association. Present a written, detailed financial report to the general membership. Collect and deposit all monies and dues for the association. Keep a complete and correct list of all members.

Vice President of Communication/ Public Relation- Edit, publish and distribute the associations newsletter. Attend all PPA Board meetings. The V.P. of Public Relation chairs the Paraoptometric of the year award, and promotes the Girl Scout Patch Program. Attend all PPA board and general membership meetings. Purchase gifts as defined in the guidelines as instructed by the president.

If you are interested in serving on the PPA board, contact Roberta Beers, CPOT, Immediate Past President for more details.

The Past Presidents Incentive Award
This award is drawn during the Business Meeting & Elections. One PPA Member in attendance of the meeting is chosen to receive a FREE voucher to attend a PPA sponsored education event. Valid one year from drawing.
Letters Of Intent

Lisa Scarborough, CPOA

Eye Center of Lancaster County

418 Highland View Drive Lancaster, PA 17601

March 6, 2015

To the members of the Pennsylvania Paraoptic members,

My name is Lisa Scarborough, CPOA; please accept my letter of intent for the position of Secretary/Treasurer for the Pennsylvania Paraoptic Association.

I have been employed at The Eye Center of Lancaster County for almost 17 years. My duties include front desk, pre-testing, fundus photos, optician and accounts receivable.

I am currently serving as Recording Committee for the Pennsylvania Paraoptic Association.

I am a Certified Paraoptic Assistant that shows I have advanced to the next level in our profession. I believe in education and certification and its importance to all Paraoptometrics. I will make every effort to assist PPA to get the word out about the importance of having a educated staff.

If I am elected PPA Secretary/Treasurer, I will perform all duties as outlined in PPA Constitution and Bylaws and Officer and Committee Guide Book.

Sincerely,

Lisa M. Scarborough, CPOA
Letter of Intent

April M. Stewart, CPO

To the members of the PPA

My name is April Stewart and I would like for you to accept this letter of intent for the position of Vice-President of Continuing Education for the PPA. I am currently holding this position. I have been employed by Dr. David Wagner for 11 years and I have worked my way from front desk receptionist to office manager. I am proud to be a part of the PPA and I hope to bring my experiences to this organization so that it may continue to grow.

Sincerely,

April M. Stewart
Letter of Intent

April Conde, ABO

Owens Optometrics

654 E. Main St

New Holland, PA, 17603

To the members of the Pennsylvania Paraoptometric Association,

My name is April Conde, ABO, Please accept my letter of intent for the position of Vice President of Communications/Public Relations.

I have been employed with Owens Optometric 5 years as the optical manager. My duties include fitting people for eyeglasses, purchasing optical products, billing and customer service.

I currently serve as Vice President of Communications/ Public Relations, Chairperson for the Para of the Year Committee and I volunteer with an organization called Mission Vision.

I am a certified optician and I see the importance of being informed about advancements in the field. I will make every effort to keep paraoptometrics informed.

If I am re-elected VP of Communication and Public Relation, I will perform all duties in the PPA Constitution and Bylaws and Officer and Committee Guide Book.

Sincerely,

April Conde, ABO
Order Form

☐ PPA Paraoptometric Reference Manual

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Name_________________________________________ Phone___________________________
Address________________________________________________________________________

Checks payable to: Pennsylvania Paraoptometric Association
Send to: Theola Amundson, CPOT
118 Scotland Ave.
Punxsutawney PA, 15767