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 on 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.

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
      2. Determination of Extent of E/M Components
      3. Determination of Level of E/M
   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
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. 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. (e.g. 92340-92371)

N. Category II Codes
1. Guidelines
   a. Modifier
   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

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-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
   3. Review of CCI Edits Table

E. Overview of ICD-10
   1. Purpose
   2. Implementation Date

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

   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

G. Employee Relations
   1. Communication
   2. Corrective Action
   3. Disciplinary Actions
   4. Office Policy

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
- Codes for Optometry (current edition recommended)

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.

1. Anatomy and Physiology

AOA Marketplace
- CPO Review Course (PS-19)
- CPOA Review Course (PS-142)
- Anatomy and Physiology Education Module (PS-07)
- CPO Study Guide (PS-04)
- Self Study Course for Paraoptometric Assistants and Technicians (PS01)
- Insurance Processing Flash Cards (PS21)

Other
- www.aoa.org/patients-and-public/resources-for-teachers/how-your-eyes-work?sso=y