CPOC - A person who has attained national recognition via certification by demonstrating proficiency and expertise, and validating superior knowledge in an optometric coding environment.
NOTE: Once earned, paraoptometric certification is recognized for a period of three years. All paraoptometrics who hold a certification granted by the Commission on Paraoptometric Certification (CPC™) are required to participate in eye care related continuing education for the duration of their certification. Every third year they must meet the recertification requirements in effect at that time to retain a current certification status. The requirements for renewal include submission of proof of having attended acceptable and documented continuing education (as outlined in the renewal guidelines) with payment of the appropriate renewal fee by the renewal deadline. Failure to meet all of the requirements will result in loss of certification and credentials.

2016 Examination Schedule

**February 2016 Testing Period**
**Application Deadline:** Jan 15, 2015 (9:00pm EDT)
Testing Begins: Feb 6
Testing Ends: Feb 20

**May 2016 Testing Period**
**Application Deadline:** Apr 15, 2015 (9:00pm EDT)
Testing Begins: May 7
Testing Ends: May 21

**August 2016 Testing Period**
**Application Deadline:** Jul 15, 2015 (9:00pm EDT)
Testing Begins: Aug 13
Testing Ends: Aug 27

**November 2016 Testing Period**
**Application Deadline:** Oct 3, 2015 (9:00pm EDT)
Testing Begins: Nov 5
Testing Ends: Nov 19

Applications are only accepted until 9:00 PM Eastern time on the application deadline date. No late applications are accepted.

This handbook contains necessary information about the Certified Paraoptometric Coder (CPOC) Examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.
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**General Information**

The Certified Paraoptometric Coding Examination is prepared and administered by the Commission on Paraoptometric Certification (CPC™) with the assistance of Professional Testing Corporation. The purpose of this examination is to assure a level of knowledge to perform the function of a Certified Paraoptometric Coder. Those who successfully complete the examination will be certified with the Commission on Paraoptometric Certification as a Certified Paraoptometric Coder (CPOC).

The development of the CPC™ examinations begins with a job analysis, which results in identification of the major domains of practice through a survey of the knowledge, skills, and abilities needed for competent performance. The outline of the examinations’ contents and specifications are derived from the results of the job analysis, including the establishment of the relative emphasis or weight for each of the major sections.

Experienced practitioners are asked to draft questions for the examinations. These draft questions are reviewed by a panel of experts in the profession, editing as needed for consistency, accuracy, grammatical correctness, and for conciseness of presentation, so that each item is testing for knowledge and application of content and not for reading skills.

Drafts of the examinations are drawn from the items which have been reviewed and approved for use by the subject matter experts. The CPC™ reviews all of the items on the examination one last time to ensure they are written clearly, have one and only one correct response, and are appropriate for the examinations. The CPC™ also participate in an exercise to determine the passing score each time a new form of the examination is approved.

**Objectives of Certification**

To promote excellence in the field of optometry by:
- Recognizing formally those individuals who meet all requirements of the Commission on Paraoptometric Certification;
- Encouraging continued professional growth of the paraoptometric;
- Establishing and measuring the level of knowledge required for certification; thereby assisting the employer, public, and members of the health professions in the assessment of paraoptometrics.

**Eligibility**

To sit for the Certified Paraoptometric Coding Examination, the following requirements must be met:
1. Applicants must have a minimum of a high school diploma or equivalent, and
2. Must have a minimum of two (2) years employment in the medical coding and billing field.

**Applications will be randomly audited and verified**

**Application Procedure**

**Note:** All candidates must have an individual email address. The email address on the application must not be a shared business address.

1. Read and follow the directions on the application and in this handbook. All applications must be completed online. The application may be found on Professional Testing Corporation’s website: [http://www.ptcny.com/clients/cpc/](http://www.ptcny.com/clients/cpc/).

2. The online application and appropriate fees for the examination must be received on or before the appropriate deadline listed in this handbook (see inside front cover).
3. All correspondence regarding the application and fees should be directed to Professional Testing Corporation at ptcny@ptcny.com or (212) 356-0660.

4. Applicants will receive an e-mailed confirmation of application within 1-3 days of submitting application.

Completion of Application
Candidates interested in CPC™ certification must complete the examination application in full, using their name exactly as it appears on their current government issued photo ID. The completed application must be submitted online with the examination fee prior to the established deadlines shown on page 2. If payment is being made by check or money order, complete the online application and mail payment to:

CPC Examinations
Professional Testing Corporation
1350 Broadway-17th Floor
New York NY 10018

NOTE: Checks and money orders are to be made payable in U.S. funds to Professional Testing Corporation. Be certain payment clearly indicates candidate name and appropriate examination.

It is the responsibility of the applicant to be certain they have applied for the correct examination. Be certain to fully read the e-mailed confirmation after applying. The online application webpage indicates the name of the examination in color. The CPOC examination is shown in blue.

Fees
Examination Fee $275
Rescheduling Fee $200

Once the application has been received and eligibility is verified, the candidate will receive an email confirmation from support@ptcny.com at the candidate email address shown on the application.

Refunds
There will be no refund of fees.

Rescheduling An Examination Appointment
- A candidate who applies to take the examination but then wishes to take it during a different testing period, may be granted a one-time deferment to the next immediate testing period. A $200 reschedule fee will apply.
- The candidate must request the deferment in writing to cpc@aoa.org no more than one week after the original testing period ends.
- The candidate is responsible for contacting PSI to cancel their examination appointment, if one has been scheduled.
- If a candidate fails to schedule or keep their appointment, the entire examination fee is forfeited.

Once a deferment to the next testing period has been established, the candidate must complete a new application for the next immediate testing period and submit the rescheduling fee of $200 with the application. Only one deferment will be permitted.

Candidates may avoid the $200 reschedule fee if they reschedule to take the exam within the same two-week testing period. There is no fee for rescheduling within the two-week testing period for which you have registered. If you need
to cancel your examination appointment and reschedule to a different date within the two-week testing period for which you have registered, you must contact PSI at (800) 733-9267 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. Rescheduling is subject to the availability of appointments at PSI.

Examination Administration
The Certified Paraoptometric Coding Examination is administered during an established two-week testing period four times yearly, Monday through Saturday excluding holidays, at computer-based testing facilities managed by PSI. Scheduling is done on a first come, first-served basis. To find a testing center, visit www.ptcny.com/cbt/sites.htm or call PSI at 800-733-9267. Note when searching for a location, the sponsor is Commission on Paraoptometric Certification (CPC™), not American Optometric Association. Candidates will not be able to schedule an examination appointment until the eligibility notice has been received.

Testing Software Demo
Testing software demo can be viewed online by visiting www.ptcny.com/cbt/demo.htm. This online demo can provide you with an idea about the features of the testing software.

Scheduling Your Examination Appointment
Within 6 weeks prior to the first day of the testing period, Professional Testing Corporation will email an Eligibility Notice to registered candidates. The Eligibility Notice will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

If you do not receive an Eligibility Notice at least three weeks before the beginning of the testing period, contact Professional Testing Corporation at (212) 356-0660 for a duplicate.

Your current government-issued photo identification, such as a driver’s license or passport, must be presented in order to gain admission to the testing center. Take a printed copy of your Eligibility Notice as well as your PSI appointment confirmation to your appointment.

- It is your responsibility as the candidate to contact PSI to schedule the examination appointment.
- No refunds are issued for failing to make an appointment or to appear at your scheduled appointment.
- It is highly recommended that you become familiar with the testing site location.
- Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.

Admission to Testing Site
- Arrival at the testing site at the appointment time is the responsibility of the candidate.
- Plan for weather, traffic, parking, and any security requirements that are specific to the testing location.
- Late arrival may prevent you from testing.
- It is the candidate’s responsibility to provide their current, government-issued, valid photo ID, such as driver’s license or passport, and a printed copy of their eligibility notice.

Special Needs
Special testing arrangements may be made for special needs individuals by completing the Request for Special Needs Accommodation form available from http://www.ptcny.com/PDF/PTC_SpecialTestCenterRequestForm.pdf or by calling PTC at (212) 356-0660. Submit the application, examination fee, and completed form at least eight weeks before the testing period begins.
Please notify PTC at least two weeks prior to your examination appointment if you need to bring a service dog, medicine, food, or beverages needed for a medical condition.

**Statement on Non-Discrimination Policy**

The Commission on Paraoptometric Certification does not discriminate against any individual on the basis of race, color, religion, gender, national origin, age, disability or any other characteristic protected by law.

**Compliance**

The Commission on Paraoptometric Certification supports the intent of and complies with the Americans with Disabilities Act (ADA). The CPC™ will take steps reasonably necessary to make certification accessible to persons with disabilities covered by the ADA. Appropriate and effective modification and/or auxiliary aids will be provided to persons with such disabilities unless doing so would impose an undue burden on the Commission’s programs or fundamentally alter the measurement of skills or knowledge that the programs are intended to test. All requests for special arrangements must be made in writing at least eight weeks in advance of the examination date.

**Rules for the Examination**

As this is an open-book examination, candidates have the option to bring bound textbooks, however they are limited to the following references and no other references will be permitted.

a) CPT® Standard or Professional Edition (current edition)
b) Codes for Optometry (current edition)

All textbooks must be bound volumes without other added or loose materials.

- All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to cell phones, laptop computers, tablets, Bluetooth devices, all wearable smart gear such as smart watches, MP3 players such as iPods, pagers, cameras, and voice recorders are not permitted to be used and cannot be taken into the examination room.
- Simple, non-programmable calculators are permitted.
- No books or reference materials may be taken into the examination room.
- No test materials, documents, or memoranda of any sort are to be taken from the examination room except for the preliminary score report.
- No questions concerning content of the examination may be asked during the examination. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
- Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of using the restroom.

**Report of Results**

At the end of the examination, candidates will receive a printout that confirms their completion of the examination as well as an unofficial pass/fail test result report prior to leaving the testing center. Candidates are not eligible to use the CPOC credential until their official score report is received. Candidates will be notified in writing by Professional Testing Corporation within four weeks of the close of the testing period whether they have officially passed or failed the examination. Scores on the major areas of the examination and on the total examination will also be reported. The passing score is determined by the Commission on Paraoptometric Certification. Failure to receive the report of the results should be reported to Professional Testing Corporation at (212) 356-0660.

**Schedule for Examination**

Candidates will be allotted two (2) hours to complete the open-book 125 multiple choice question CPOC examination.
Retesting Policy
Retesting within the same two-week period is not allowed. Candidates who do not pass the examination are eligible to re-take the examination beginning with the next regularly scheduled two-week examination period. Candidates must submit a new application and fee each time they retest.

After Passing the Examination
The CPC™ will send successful candidates a certificate suitable for framing. Certification pins are available for order through the CPC™ office. Those who pass the examination will be added to the roster of the Commission on Paraoptometric Certification as a Certified Paraoptometric Coder (CPOC).

To maintain a current certification, Certified Paraoptometric Coders must participate in continuing education.
Certification is renewable every three years subsequent to the completion of 9 hours of approved required education and submission of a recertification fee. Guidelines for renewal of certification will be sent upon successful completion of the examination and are always available on the AOA website, www.aoa.org. Because the CPOC is a specialty certification, all continuing education credits must be coding and billing related, within specific domains (topics), and from the organizations listed in the renewal guidelines only.

Confidentiality
The CPC™ will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to Professional Testing Corporation at (212) 356-0660.

Attainment of Certification, Renewal, and Recertification
After receiving official notification by mail from Professional Testing Corporation, candidates who have achieved a passing score on the CPC™ Certified Paraoptometric Coding Examination are eligible to use the CPOC designation after their name. CPC™ certification is recognized for a period of three years. A database of certified paraoptometrics is maintained by the CPC™ and may be reported in its publications and/or website.

All paraoptometrics who hold a certification granted by the Commission on Paraoptometric Certification (CPC™) are required to participate in eye care related continuing education for the duration of their certification. Every third year they must meet the recertification requirements in effect at that time to retain a current certification status. The requirements for renewal include acceptable and documented continuing education as outlined in the renewal guidelines and payment of the appropriate renewal fee by the renewal deadline. Credits must be earned during the 3-year renewal cycle. Failure to meet all of the requirements will result in loss of certification and credentials.

Upon failure to maintain a certified status the individual will then be classified "non-certified". Once so classified, the individual must immediately refrain from using/displaying all related Commission on Paraoptometric Certification abbreviations on all certificates, cards, logos, and pins. Consequences for anyone claiming certification when not certified will be determined by the Commission on Paraoptometric Certification, pursuant to written guidelines established by the Commission. Should an individual wish to become recertified, they must retest within 3 years of the lapse of their certification.

Revocation of Certification
Certification will be revoked for any of the following reasons:
- Falsification of an application or results report
- Misrepresentation of certification status
- Unethical conduct

The CPC™ provides the appeal mechanism for challenging revocation of certification. It is the responsibility of the individual to initiate this process by contacting cpc@aoa.org or phoning (800) 365-2219 ext. 4210.
Morals Policy
Applicants for paraoptometric certification are expected to be of high moral character. Should the CPC™ receive evidence that a candidate has engaged in inappropriate actions or behavior with regard to the application or testing process, or has made any false representation pertaining to his/her certification status, that individual will be subject to disqualification or such other penalty as determined by the CPC™.

Violation Process
The Commission on Paraoptometric Certification will investigate allegations concerning alleged misconduct by paraoptometrics and/or Commission members and/or its consultants regarding violation of certification policies and procedures. Allegations of misconduct must be in writing, signed, and delivered directly to the CPC™ office at 243 N. Lindbergh Blvd, Floor 1, and St. Louis MO, 63141 within 120 days of the alleged violation(s). Supporting documentation should be submitted with the complaint. The Commission will review the allegation(s) and take one of the following actions:
- Dismiss the allegation(s) on grounds it lacked sufficient evidence or merit to commence an investigation;
- Attempt to resolve any issue with the parties involved should the allegation(s) appear to be a misunderstanding; or,
- Conduct a full investigation of the allegation(s) and if deemed necessary, appoint a hearing panel.

Should an investigation be warranted, the Commission chairperson will appoint a three member panel within 45 days of the receipt of the allegation. The panel will consist of three CPOTs chosen by the Commission chairperson, one of whom will act as the panel’s chairperson. The panel shall give not less than 30 days’ notice to the subject of the investigation of the right to appear before the panel, give testimony, confront witnesses and evidence presented, and to be represented by counsel. AOA General Counsel shall assist the panel in conducting the proceeding.

The panel will convene within 60 days of its appointment, meeting in the St. Louis office or via conference call. A record will be kept of all testimony. Upon conclusion of the hearing, the panel shall deliberate and render its written decision within 30 days. The panel’s decision shall be final unless appealed within 30 days to the full Commission.

If appealed, the Commission will review the panel’s findings within 30 days and inform the parties involved of its decision. The Commission’s decision on appeal is final and cannot be appealed. All decisions on appeal by the Commission, as well as on hearing by the panel, concerning allegations, be they dismissed, resolved, or investigated, will be delivered in writing by certified mail with return receipt to all parties involved.

Code of Conduct for Certified Paraoptometrics
Paraoptometrics who have been certified by the Commission on Paraoptometric Certification are expected to abide by a Code of Conduct. Inasmuch as certification represents to the public an attained level of knowledge and/or skill, it therefore is incumbent upon each paraoptometric to:

- Place the welfare of the patient above all else;
- Maintain patient confidentiality at all times;
- Treat patients with respect and a caring attitude regardless of their backgrounds, preferences, or prejudices;
- Avoid gossip and expression of personal biases;
- Promote ways for maintaining visual health and eye care to both patients and the public;
- Continue an ongoing educational process to upgrade and enhance paraoptometric skills;
- Conduct oneself in a professional manner in the office and be an exemplary citizen within the community;
- Support colleagues in efforts to achieve maximum level of certification.

Appeal Procedures
All candidates for certification have the right to appeal alleged grievances concerning but not limited to: scoring, eligibility, equipment failure, exemption from certification requirements, and administrative procedures. Appeals must be received by the Commission on Paraoptometric Certification within 30 days after the examination results are sent to candidates. All appeals must be in writing and sent by certified mail along with supporting documents to Commission on
Paraoptometric Certification, 243 N. Lindbergh, Floor 1, and St. Louis MO 63141. The Commission will consider the appeal at its next regularly scheduled meeting and the appellant will be notified in writing of its decision. The Commission's decision on all appeals is final.

Appeals Process
When an appeal is received by the Commission on Paraoptometric Certification the chairperson will appoint one (1) commissioner to serve as an independent reviewer who will discuss the alleged grievance with the appellant and others as to whether the facts as stated are correct and whether there are mitigating factors and/or personal/professional situations not stated in the appeal. The independent reviewer will be neither a supporter nor a detractor in presenting his/her findings to the Commission. The independent reviewer will refrain from making any recommendation regarding the Commission's decision. The independent reviewer does not have a vote in the Commission's decision.
Outline
This outline will provide you with information on the content of the Certified Paraoptometric Coding 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 on the examination are of the objective, multiple choice types. 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. 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
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 (HCPC™S)
   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. HCPC™S 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%)
   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

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 Certified Paraoptometric Coding examination. 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 (CPOC) examination.

American Optometric Association Resources
AOA Marketplace
CPT 2015 Standard or Professional Edition
Codes for Optometry 2015
CPT 2016 Standard or Professional Edition
Codes for Optometry 2016
You may prepare for the Certified Paraoptometric Coding (CPOC) Examination using study resources available through the AOA and various internet sources as well as hard copy optometric texts. The attached map lists the subject matter of the examination content along with suggested resources with which to prepare. The study map on the following pages connects the individual sections of the examination to suggested study resources. 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 Certified Paraoptometric Coding Examination if they are used to prepare for the examination. Please note that some websites shown require a membership sign-in and password.

**I. Anatomy and Physiology**

**AOA Marketplace**
2015 or 2016 CPT Standard or Professional Edition p. xxxix
Paraoptometric Certification CPO Review Course (PS19)
Anatomy and Physiology Education Module (PS7)
Paraoptometric Resource Center CPO Study Guide (PS4)
Introduction to Insurance Processing Flash Cards (PS21)
Paraoptometric Resource Center Self Study Course (PS1)

**II. Medical Terminology**

**AOA Marketplace**
2015 or 2016 CPT Standard or Professional Edition p. xviii-xix
Paraoptometric Certification CPO Review Course (PS19)
Anatomy and Physiology Education Module (PS7)
Paraoptometric Resource Center CPO Study Guide (PS4)
Introduction to Insurance Processing Flash Cards (PS21)
Paraoptometric Resource Center Self Study Course (PS1)

**III. Review of CPT**

**AOA Marketplace**
2015 or 2016 CPT® Standard or Professional Edition
2015 or 2016 Codes for Optometry

**Centers for Medicare and Medicaid Services**
Evaluation & Management Services Guide

**IV. Diagnosis Codes**

**AOA Marketplace**
2015 or 2016 Codes for Optometry
V. Medical Records (electronic and paper)

VI. Claim Filing

VII. Compliance
Preparing for the Examination

CPC™ examinations are designed to cover the knowledge and skills to be most effective in the optometric practice. Below are ideas to help you prepare:

- Read the entire content outline as the exam will include items for every area and may include questions on the sub-categories.
- Study from one or all of the recommended references or other resources.
- Take the free sample examination on the CPC™ Web site.
- Get plenty of rest the night before.
- Prior to driving to the examination location, study a map and/or directions so you aren’t rushing to get to the location.

How to place an AOA Marketplace order:

BY E-MAIL: orders@aoa.org
TELEPHONE: 1-800-262-2210
FAX: 314-991-4101 Attn: AOA Marketplace
MAIL: American Optometric Association
Attn: AOA Marketplace
243 North Lindbergh Blvd. FL 1
St. Louis, MO 63141-7881

Commission on Paraoptometric Certification (CPC)
243 North Lindbergh Boulevard, Floor 1
St. Louis MO  63141-7881

cpc@aoa.org
www.aoa.org
(800) 365-2219