



## Certified Paraoptometric Coder (CPOC)

A person who has attained national recognition via certification by demonstrating **proficiency, expertise, and validating superior knowledge in an optometric coding environment.**

**What tasks does a Certified Paraoptometric Coder (CPOC) perform?** Paraoptometric coders are responsible for ensuring that all the information about diagnoses and procedures for patients is accurate and complete. This prevents delays in reimbursement from insurance companies or denials of claims. A certified paraoptometric coder can be the first line of defense against non-compliance and improper coding for the provider and assists employer in maintaining compliance with state and federal laws. This is especially important since the government has started focusing on identifying, decreasing and fining or prosecuting for fraudulent claims.

*This is a general description of the duties that a paraoptometric with a minimum of two years of full-time coding experience in the optometric eye care field could be expected to perform. It is not meant to be a full description, nor restriction, of the duties that an employer may require or allow a CPOC to perform. To get a better understanding of your state's laws and any restrictions, contact your state's optometric association.*

Eligible applicants for this examination must be a high school graduate or equivalent and verify a minimum of two year's employment in the medical coding and billing field.

**What's the examination about?** The CPOC examination covers ICD-10 and consists of 125 multiple choice questions. This is an open book examination. Candidates are advised to bring one or both of the following books with them to the examination:

- CPT® Standard or Professional Edition (current edition recommended)
- Codes for Optometry (current edition recommended)

**What content do I need to study?** The outline below provides a summary of information on the contents of the CPOC examination. Refer to the 2018 Paraoptometric Examination Candidate Handbook to view the full outline and CPOC Study Map at [www.aoa.org](http://www.aoa.org).

- Anatomy and Physiology (8%)
  - Eye Anatomy, Pathology and Pharmacology
- Medical Terminology (8%)
  - Prefix, Suffix, Root Words, Abbreviations
- Review of Current Procedural Terminology® (AMA) (22%)
  - Development of Procedure Codes, Evaluation and Management (E/M) Services Guidelines, Evaluation and Management Categories, Surgery Guidelines, Ocular System Surgeries, Diagnostic Procedures, Ophthalmic Guidelines, General Ophthalmic Services



Definitions, Special Ophthalmic Services Definitions, Ophthalmoscopy Definitions, Other Specialized Service Definitions, Contact Lens Services, Spectacle Services, Category II Codes, Category II Modifiers

- Diagnosis Codes (24%)
  - Development of Diagnosis Codes, International Classification of Diseases-Ninth Edition (ICD-10); Health Care Procedures Classification System (HCPC<sup>TM</sup>S), Medicare Correct Coding Initiative (CC), Overview of ICD-10
- Medical Records (paper/electronic) (14%)
  - Documentation Guidelines for the Evaluation and Management Services (1995 & 1997 editions), Retaining and Purging, Health Information Privacy and Accessibility Act, Medical Records Reviews and Audits, Reasonable and Necessary, Office Records, Employee Relations
- Claim Filing (12%)
  - CMS -1500 Form, Timely Filing, Redeterminations/Appeals
- Compliance (12%)
  - Compliance Program, Contracts and Agreements, Other Carriers

**How do I apply?** Applications are available online at Professional Testing Corporation's (PTC) website at [www.ptcny.com/clients/cpc/](http://www.ptcny.com/clients/cpc/). Applications must be completed and submitted electronically. Payment may be submitted by debit or credit card or by check or money order by mail in time to be received by the application deadline.

**Where can I find study materials?** Resources are listed in the candidate handbook CPOC Study Map.

**Note:** *The listing of these resources does not constitute endorsement of these sources nor does it imply a guarantee that candidates will pass the examination if they are used to prepare for the examination.*

**How much does the examination cost?** The examination fee for the CPOC examination is \$280.

**How do I start the process?** Check your eligibility at [www.aoa.org/paraoptometrics/certification/apply](http://www.aoa.org/paraoptometrics/certification/apply) or contact [cpc@aoa.org](mailto:cpc@aoa.org) or 800.365.2219 ext. 4210 for more information.