AOA Paraoptometric Section Product Guide

CPC Certification Study Materials

Staff Development & Cross-Training Materials

Paraoptometric Recognition
AOA Paraoptometric Section Members receive special discounts on all education products!

To order, call: 1-800-365-2219, ext. 4108
Fax: 314-991-4101
Order online at: http://bit.ly/ITnXBE
LEVEL 1 Certified Paraoptometric (CPO)

CPO STUDY GUIDE

Prepare for entry-level paraoptometric certification with the CPO Study Guide (in either CD or book form). The guide covers many of the topics on the CPO certification exam and is also great as a training tool for new paraoptometric staff.

Topics include:
- Practice Management
- Refractive Status
- Surgery
- Anatomy of the Eye
- Contact Lenses
- Basic Pharmacology
- Ophthalmic Dispensing
- Eye Exams
- Ophthalmic Lenses
- Common Eye Disorders
- Basic Pharmacology
- Eye Exams
- Ophthalmic Lenses
- Common Eye Disorders

AOA Paraoptometric Section Member Price: $48  Book $55
AOA Member OD Price: $53  Book $60
Non-member Price: $73  Book $80

CPO STUDY FLASH CARDS

One hundred questions developed to help you test your knowledge and offer additional study resources for the first certification examination, CPO. Questions are different from those found in the CPO Study Guide but cover the same topic areas listed above to assist exam preparation. Start testing your knowledge today!

AOA Paraoptometric Section Member Price: $30
AOA Member OD Price: $35
Non-member Price: $50

CPO REVIEW COURSE

The CPO Review Course CD-ROM assists you in the final stages of preparation to sit for the CPO Certification examination. After you have learned the information presented in the CPO Study Guide and Study Flash cards, use this tool to gain confidence by reviewing your knowledge. This CD is designed in an easy-to-use automated, audio, PowerPoint presentation format guiding you through 114 slides of review information. Complete the quiz at the end of the presentation to earn one hour of continuing education credit. Processing fee for PS Members for the CE credit $10/ $25 for non-members.

AOA Paraoptometric Section Member Price: $45
AOA Member OD Price: $55
Non-member Price: $75

CPO CERTIFICATION STUDY BUNDLE - Save when you buy all three study tools!

In the bundle you will receive the CPO Study Guide CD-ROM, CPO Study Flash cards and the CPO Review Course CD-ROM for one low price. All the learning tools you will need in one complete package.

AOA Paraoptometric Section Member Price: $100
AOA Member OD Price: $120
Non-member Price: $175
SELF-STUDY COURSE FOR PARAOPTOMETRIC ASSISTANTS AND TECHNICIANS -

This course helps prepare the certified paraoptometric (CPO) to sit for the certified paraoptometric assistant (CPOA) or certified paraoptometric technician (CPOT) exam. The course contains 19 chapters, each of which comes in a booklet form. Each individual booklet contains review questions to evaluate knowledge comprehension and retention.

**AOA Paraoptometric Section Member Price:** Book $95

**AOA Member OD Price:** Book $120

**Non-member Price:** Book $160

SELF-ASSESSMENT EXAM

This self-examination is a great way for paraoptometrists to assess their knowledge base in preparation for sitting for the CPOA and CPOT examinations. It includes 350 multiple-choice questions on information covered in the Self-Study Course for Paraoptometric Assistants and Technicians. After completion, the single-use, exam may be mailed to the Paraoptometric Section office for grading. If 249 or more questions are answered correctly, the candidate will receive 12 hours of continuing education credit and a certificate of achievement. This is truly a great resource for training or study.

**AOA Paraoptometric Section Member Price:** $65

**AOA Member OD Price:** $85

**Non-member Price:** $105

CPOA & CPOT STUDY FLASH CARDS

Each set includes approximately 100 questions that cover a variety of topics. Flash cards are effective learning tools to test the type of knowledge needed for the CPOA and CPOT certification examinations.

**Set One:** Item number: PS14
- Practice Management
- Anatomy & Physiology
- Refractive Status

**Set Three:** Item number: PS15
- Specialty Testing
- Visual Fields
- Contact Lenses
- Low Vision Examination
- Binocular Vision
- Sports Vision
- Ocular Emergencies and Triage

Each Set:

**AOA Paraoptometric Section Member Price:** $30

**AOA Member OD price:** $45

**Non-member Price:** $55

**Set Two:** Item number: PS16
- Ophthalmic Prescription
- Ophthalmic Lenses
- Neutralization & Verification
- Ophthalmic Dispensing
- Basic Pretesting Procedures

**Set Four:** Item number: PS17
- Ocular Pharmacology
- Ophthalmic Instruments
- Common Pathological and Functional Disorders
- Ophthalmic Surgery
- Instrumentation
- Common Eye Disorders
HOME-STUDY EDUCATION MODULES

Interested in receiving continuing education credit or expanding your knowledge about a specific topic? This is the perfect resource. Modules are designed in an easy-to-use automated, audio, PowerPoint format, perfect for at-home study. They are also great for education offerings during staff meetings. Staff may participate in the lecture portion of the course and download the CE exam afterward for individual use to test comprehension and retention. ($10 exam processing fee applies for PS Members to earn one hour of CE credit/$15 for AOA OD members/ $25 for non-members)

Individually:
- ABCs of Optical Dispensing: Item number: PS3
- Anatomy & Physiology: Item number: PS7
- Fitting Toric Soft Contact Lenses: Item number: PS12
- Introduction to Freeform®: Item number: PS18
- Ophthalmic Dispensing: Item Number: PS8
- Optimizing Efficiency in the Optical Dispensary: Item number: PS13
- Practice Management: 101 Item number: PS6
- Soft Contact Lens Wear & Care Item number: PS10
- Special Procedures Item number: PS9

Individual Modules:

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TWO GREAT WAYS TO ORDER
Purchase one module or the whole Education Library

EDUCATION LIBRARY

Six modules for one great price!
Includes: ABCs of Optical Dispensing, Practice Management 101, Anatomy & Physiology, Ophthalmic Dispensing, Special Procedures, and Soft Contact Lens Wear & Care

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To view education module descriptions and learning objectives visit, www.aoa.org/x4944.xml.

DISCLAIMER: The certification study materials are not prerequisites for taking the paraoptometric certification examinations administered by the Commission on Paraoptometric Certification (CPC). Using these study materials and/or taking and passing the self-assessment examination accompanying them does not guarantee passing the paraoptometric certification examinations administered by the CPC.
INTRODUCTION TO INSURANCE PROCESSING STUDY FLASH CARDS

Enhance your career by learning new skills. Staff knowledgeable about insurance processing are in high demand. Intended as an introduction to insurance processing, the 130+ flash cards cover some of the basic concepts and terms used when processing insurance forms.

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NEW HORIZONS FOR PARAOPTOMETRICS CROSS-TRAINING SERIES

Advance your career and enhance your skills by increasing your knowledge. Learn how to fit and dispense eyeglasses and contact lenses with the New Horizons for Paraoptometrics Optician Basics and Contact Lens Basics.

Optician Basics

- Five Education Modules CD-ROMs
  1. ABCs of Optical Dispensing
  2. Anatomy & Physiology
  3. Introduction to Freeform
  4. Ophthalmic Dispensing
  5. Optimizing Efficiency in the Optical Dispensary
- Two Study Flash card sets
- Five study booklets
  1. Ophthalmic Dispensing
  2. Ophthalmic Prescription
  3. Ophthalmic Lenses
  4. Refractive Status
  5. Neutralization & Verification
- Eight Education Articles

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Contact Lens Basics

- Five Education Modules CD-ROMs
  1. Soft Contact Lens Wear and Care
  2. Introduction to Freeform
  3. Optimizing Efficiency in the Optical Dispensary
  4. Fitting Soft Toric Contact Lenses
  5. Anatomy and Physiology
- Study Flash card set
- Study booklet
- Five Education Articles

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Item number: PS21

Item number: PS21

Item number: PS24

Item number: PS23
STAFF DEVELOPMENT / TRAINING

OFFICE PACKAGE

Equip your staff with all the education materials they will need for professional development and certification exam preparation.

Designed for:

- New staff training
- CPC certification examinations (CPO, CPOA & CPOT) preparation
- Cross training
- Ongoing staff development

Office Package includes:

- CPO Study Guide CD-ROM
- CPO Study Flash Cards
- CPO Review Course CD-ROM (one hour CE credit available, fee applies)
- Self-Study Course for the Paraoptometric Assistant and Technician
- Self-Assessment Exam (includes one, single-use test sheet for 12 hours of CE credits)
- One set of each of the CPOA & CPOT Study Flash Cards
- Nine Education Module CD-ROMs
- One set of Introduction to Insurance Processing Flash Cards.

Why pay More?

Join the AOA Paraoptometric Section and SAVE!

Find membership information at:

http://www.aoa.org/x8286.xml
An informed, skilled staff is an investment in any optometric practice. To help paraoptometrics become quickly trained in basic patient care, the American Optometric Association (AOA) Paraoptometric Section offers a two-part series of easy-to-use, online courses. The Paraoptometric Skill Builder® was designed with convenience in mind. It not only accommodates skill level and individual learning style, the program’s Web-based audio PowerPoint format walks the user through every step of the learning process. Brought to you from an unrestricted education grant from Essilor and Vistakon.

There are 14 units which last approximately 20 minutes each with review questions on each topic.

BEGINNER LEVEL 1

**FOUR HOURS OF CONTINUING EDUCATION CREDIT ARE AVAILABLE WITH THE SUCCESSFUL COMPLETION OF EACH LEVEL AND A PASSING FINAL QUIZ SCORE.**

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**INTERMEDIATE LEVEL 2**

| Item number: PS26 | AOA Paraoptometric Section Member Price | $220 |
|-------------------| AOA Member OD Price                    | $289 |
|                   | Non-member Price                       | $329 |

**ADVANCED LEVEL 3 - COMING SOON (PRE-ORDER ITEM)**

| Item number: PS27 | AOA Paraoptometric Section Member Price | $250 |
|-------------------| AOA Member OD Price                    | $319 |
|                   | Non-member Price                       | $359 |

Build Knowledge. Enhance Skills.

The Paraoptometric Skill Builder® helps paraoptometrics develop a foundation of understanding about the field of optometry. Course topics include, but not limited to:

- Introduction to paraoptometry
- Basic terminology
- Front office procedures
- Obtaining an ocular history
- Routine pre-testing procedures
- External examination
- Ancillary testing
- Refractometry
- Visual fields testing
- Spectacles
- Contact lenses
- Assisting the optometrist
- Patients with special needs
- Instrumentation and maintaining equipment
- Regulations and standards
Unlimited, free access for Paraoptometric Section Members

Billing and Coding: Foundations for Beginners

This nine part series will assist paraoptometric staff in gaining knowledge of billing and coding. Developed with the beginner in mind, foundational topics are discussed in these one hour presentations. This training is available online for free as an AOA PS member benefit. You may also purchase on CD-ROM. Nine hours of continuing education credits (CEC) are available with the webinar series, ($10 per CEC for PS members/$15 per CEC for AOA OD members/$25 per CEC for non-members). CEC Item Number: PS30

Topics Include:
- Medical terminology
- Current procedural terminology - history and purpose
- Diagnostic codes - history and purpose
- Evaluation and management services
- Health care procedures classification system
- General ophthalmologic services
- Modifiers/special ophthalmologic procedures
- Claim filing
- Compliance/HIPAA

COMING SUMMER 2013 – CD-ROM COMPLETE BILLING AND CODING WEBINAR SERIES (PRE-ORDER ITEM)

Item number: PS29

AOA Paraoptometric Section Member Price $225 or free online
AOA Member OD Price $250
Non-member Price $325
PARAOPTOMETRIC RECOGNITION GREETING CARDS

Motivate your staff and show your appreciation with these paraoptometric recognition greeting cards. Order an assortment set of 10 cards (two of each design) or 10 of the same design for Paraoptometric Recognition Week, certification congratulations, or just to say thank you for being a valuable asset to the optometric team. Cards measure 7” x 5” with white envelope.

**Assortment set:** Item number PS 36

- **AOA Paraoptometric Section Member Price** $23
- **AOA Member OD Price** $35
- **Non-member Price** $45

HURRY! Order your cards now. Don’t wait to let your staff know how much you appreciate them.

Paraoptometric Recognition Week is celebrated the third week in September.
### Paraoptometric Section Product Order Form

**Date:**

**Ship To:**
- [ ] Business address
- [ ] Residential address

**Name:**

**Company Name:**

**Street Address:**

**Street Address 2:**

**City, State, ZIP:**

**Member Number:**

**Phone Number:**

**Fax Number:**

**Email Address:**

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Next-Day Shipping rates available upon request. (additional fees apply)

**TOTAL**

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**Credit Card Purchases**

- [ ] American Express
- [ ] Visa
- [ ] MC

**Card Holder Name:**

**Credit Card Number:**

**Exp. Date:**

**Security Code:**

**Authorized Signature:**

**Billing Address:**

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Promotion Code:

Make all checks payable to AOA Paraoptometric Section.  
FAX THIS FORM TO 314-991-4101 OR MAIL WITH YOUR PAYMENT TO THE ADDRESS ABOVE.  
An email confirmation of your order will be sent to you.