



Office of Professional & Continuing Education
301 OD Smith Hall | Auburn, AL 36849

<http://www.auburn.edu/mycaa>

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Auburn University is an equal opportunity educational institution/employer.
No refunds can be issued after the start date published in your Financial Award document.

Education & Training Plan

Student Name: _____

Start & End Dates: ___/___/___ to ___/___/___

Ophthalmic Assistant Specialist Certificate Program Cost of certification exam included in this program

Mentor Supported

MyCAA Information

Course Code: AU- OAS2

Program Duration: 9 Months

Course Contact Hours: 540

Student Tuition: \$3,950

This training program combines a two course training track:

- **Ophthalmic Assistant**
- **Medical Office Assistant**

Ophthalmic Assistants play a vital role in eye care. They perform ophthalmic procedures under the direction or supervision of a physician. An ophthalmic allied health professional assists the ophthalmologist by collecting data, administering tests and treatments, and supervising patients. This course provides all the practical information you need to complete your day-to-day tasks as an Ophthalmic Assistant. You will learn detailed information on paramedical training, ophthalmic technology, and efficient office management. This course also covers the anatomy, physiology, optics, pharmacology, and microbiology of the eye.

The Job Outlook

According to the U.S. Bureau of Labor Statistics (BLS), the medical administrative assistant job outlook appears strong in coming years. Recent BLS publications indicate that employment of medical secretaries is projected to grow much faster than the average occupation, with an expected 27% increase between 2008 and 2018.* The BLS suggests that this expansion in medical secretary jobs will stem from overall growth in the healthcare industry as well as

increasing automation of offices and organizational restructuring. The agency also asserts that experienced and trained medical secretaries will enjoy the best job opportunities.

Certification:

Upon successful completion of our Ophthalmic Assistant course, students will be prepared for an entry-level position as an Ophthalmic Assistant and will be prepared, in part, to become a **Certified Ophthalmic Assistant Certification (COA-A3)** by taking the **JCAHPO Career Advancement Tool Quiz**.

Certification:

Upon successful completion of our Medical Office Assistant course, students will be prepared for an entry-level position in a medical office setting and will be prepared to sit for the NHA national certification exam to become a **Certified Medical Administrative Assistant (CMAA)**. **Fee is included for the NHA exam.**

Ophthalmic Assistant

270 Hours

Overview

Ophthalmic Assistants play a vital role in eye care. They perform ophthalmic procedures under the direction or supervision of a physician. An ophthalmic allied health professional assists the ophthalmologist by collecting data, administering tests and treatments, and supervising patients. This course provides all the practical information you need to complete your day-to-day tasks as an Ophthalmic Assistant. You will learn detailed information on paramedical training, ophthalmic technology, and efficient office management. This course also covers the anatomy, physiology, optics, pharmacology, and microbiology of the eye.

After completing this course, you should be able to:

- List the core elements of eye anatomy and optics
- Name the steps for dealing with patients and maintaining patient records
- Define contact lenses and the visual field
- Identify eye and vision disorders
- Recall surgical techniques and special procedures related to the eye

Outline

Ophthalmic Assistant Module 1 Basic Sciences

- Anatomy of the Eye
- Visual Pathway
- Ocular Muscles
- Physiology of the Eye
- Alignment of the Eyes
- Intraocular Pressure
- Color Vision
- Physical Optics
- Geometric Optics

- Spherical & Chromatic Aberrations
- Pharmacology
- Locally Administered Drugs
- Anesthetics
- Side Effects of Systemic Medications
- Microbiology
- Bacteria, Viruses & Fungi
- Specimen Collection for Culture

Ophthalmic Assistant Module 2 Clinical Practice

- Office Efficiency and Public Relations
- Dealing with Patients
- Scheduling Appointments
- Filing & Office Equipment
- Medical Ethics
- History Taking
- Patient Information
- Preliminary Examination
- Vision Assessment
- External Examination
- Ophthalmic Equipment
- Computerized Corneal Topographic Analysis
- Electroretinography
- Refractive Errors
- Emmetropia & Ametropia
- History of Spectacles
- Facts about Glasses
- Production of Prescription Lenses

Ophthalmic Assistant Module 3 Contact Lenses & the Visual Field

- Rigid Contact Lenses
- How the Corneal Contact Lens Works
- Evaluating the Fit & Adjustments
- Soft Contact Lenses
- Advantages & Disadvantages of Soft Contact Lenses
- Disinfection & Cleaning
- Correction of Astigmatism
- Advanced Techniques in Contact Lens Fitting
- Follow-up Keratometry
- Role of the Corneal Topography
- Gas-permeable Lenses
- Managing a Contact Lens Practice
- Visual Fields
- Facilities for Field Testing
- Tangent Screen
- Special Perimetric Techniques

- Automated Visual Field Testing
- Threshold Testing
- Frequency Doubling (FDP)

Ophthalmic Assistant Module 4 Ocular Injuries & Eye Disorders

- Diagnosis of Ocular Injuries
- Intraocular Foreign Bodies
- Contusions, Penetrations & Lacerations
- First-aid Care by the Ophthalmic Assistant
- CT & MRI Scans
- The Urgent Case
- Ocular Emergencies
- Common Eye Disorders
- Common Retinal Disorders
- Glaucoma: Primary & Secondary
- Congenital Glaucoma
- Examination of the Newborn, Infant and Small Child
- Common Pediatric Disorders
- Maintenance of Ophthalmic Equipment
- Lensmeter
- Keratometer

Ophthalmic Assistant Module 5 Surgical Techniques

- Aseptic Techniques
- Minor Office Surgery
- Complications During &/or After Office Surgery
- The Operative Patient
- Types of Eye Surgery
- Highlights of Ocular Surgery
- Eye Dressings
- Assisting the Surgeon
- Amoxic Environment
- Lasers in Ophthalmology
- Types of Lasers and Their Clinical Use
- Ambulatory Surgery
- Postoperative Recovery
- Computerized Corneal Topography
- Keratoconus
- Refractive Surgery
- Wavefront Aberrations and Custom Ablation

Ophthalmic Assistant Module 6 Special Procedures & Community Programs

- Ocular imaging

- Optical coherence tomography
- Other macular abnormalities
- Vitreomacular traction
- Glaucoma
- Keratoconus screening
- Computerized corneal topography
- Corneal topography analysis
- Keratoconus
- Specular microscopy
- Diagnostic ultrasound
- Treatment of strabismus
- Ophthalmic photography
- Video recording
- Image presentation
- Visual aids for the partially sighted
- Factor of age
- Low-vision optical devices
- Selection of a visual aid
- Blind persons in the modern world
- Art and the eye
- Reading problems in children
- Role of brain and eye dominance
- Cardiopulmonary resuscitation (CPR)

Ophthalmic Assistant Module 7

Expanded Roles in Eye Care Delivery

- Computers in ophthalmic practice
- Special ophthalmologic applications
- Role of assistants in eye care
- Allied health personnel in ophthalmology
- Clinical Roles for Ophthalmic Medical Personnel
- Education of Ophthalmic Medical Personnel
- Ophthalmology ethics
- Confidentiality
- Genetics ethics
- Ophthalmic allied health personnel: scope of practice
- Allied health personnel
- Defining scope of practice
- Licensure and certification
- Determining the scope of practice
- Insurance risk and malpractice
- Testing of ophthalmic skills
- The development of ophthalmic assistants
- Assisting in the international community

Medical Office Assistant

270 Hours

Overview

Get started today in the fast pace world of a Medical Office Assistant! Our online course will teach you all the skills you need to know to get a job in the medical field as a Medical Office Assistant.

Also known as a medical administrative assistant or medical assistants, a medical office assistant performs a wide range of duties that are imperative to the smooth operation of a variety of medical offices. Medical office assistant duties can include updating patient files, filling out insurance forms, coordinating laboratory services, answering phones, ordering and maintaining medical supplies and equipment, and more. As the healthcare industry continues to expand, so does the need for medical office assistants. Many doctor's offices have come to rely on the work of a medical administrative assistant who performs a number of important medical office assistant duties.

After completing this course, you should be able to:

- Comprehend the role of medical office assistant professional
- Identify the steps for managing patient records
- Identify the standards for professional oral and written communication
- Identify the steps for managing various office financials
- Define the requirements for basic office management

Outline

Medical Office Assistant Module 1 Professional and Career Responsibilities

- Customer Service
- Employment Opportunities
- Job Responsibilities
- Understanding Emotional Work-Related Problems
- Professionalism
- Licensure
- Certification
- Health Care Reform
- History of Medicine
- The Medical Practice Setting
- Medical Ethics
- HIPAA

- Medical Practice Acts
- Medical Records
- Advance Directives

Medical Office Assistant Module 2 Interpersonal Communications

- Essential Communication
- Methods of Communication
- Communicating with Different Populations
- Communicating with the Health Care Team
- Office Receptionist
- Processing Patients
- Office Safety and Emergency Procedures
- Communication by Telephone
- Identify and Manage Emergency Calls
- Handling Complaints
- Appointment Scheduling
- Schedule Surgery
- Appointment Reminder Systems

Medical Office Assistant Module 3 Records Management

- Commercial Filing Systems
- Alphabetical Filing Rules
- Filing Equipment
- Charge-Out and Control Systems
- Filing Documents in Patient Records
- Record Retention, Storage, and Destruction
- Patients' Medical Records
- Prepare a New Medical Record
- Recordkeeping
- Correcting a Medical Record
- Elements of a Medical Record
- Audit of Medical Records
- Drug and Prescription Records
- Drug Names and References
- Understanding Prescriptions
- Control and Storage of Drugs

Medical Office Assistant Module 4 Written Communications, Fees & Banking

- Written Communication
- Letter Standards and Styles
- Medical Transcription
- Transcribing a Dictated Document
- Processing Mail and Telecommunications

- Supplies and Equipment
- Handling Incoming and Outgoing Mail
- Compose an Email Message
- Faxing Documents
- Fee Schedules
- Billing
- Credit and Collection Laws
- Financial Institutions
- Accounts
- Preparing Bank Deposits
- Writing a Check
- Bank Statements

Medical Office Assistant Module 5 Bookkeeping, Health Insurance & Coding

- Accounting
- Patient Accounts
- Accounts Receivable Control
- Cash Funds
- Day Sheets
- Petty Cash
- Introduction to Insurance
- Methods of Payment
- Third-Party Payers
- Health Insurance Claims
- Insurance Identification Cards
- Claim Status
- Procedural and Diagnostic Coding
- Coding for Professional Services
- Standard Code Sets
- ICD-10-CM Coding
- Selecting the Correct Codes

Medical Office Assistant Module 6 Office Management & Employment

- Office Manager
- The Work Environment
- Staff Meetings
- Employee Handbooks
- Office Guidebooks
- Incident Reports
- New Employee Orientation
- Business Travel
- Preparing Travel Expense Reports
- Payroll
- Accounts Payable
- Seeking an Administrative Medical Assistant Position
- Global Influence on Health Care

- Future Trends in Health Care
- Job Outlook

System Requirements:

Internet Connection

- Broadband or High-Speed - DSL, Cable, and Wireless Connections

*Dial-Up internet connections will result in a diminished online experience. Classroom pages may load slowly and viewing large audio and video files may not be possible.

Hardware Requirements

- Processor - 2GHz Processor or Higher
- Memory - 1 GB RAM Minimum Recommended

*While our courses are accessible through multiple mobile learning platforms, some courses may include a CD or DVD with the Textbook, so you may need access to a computer with CD-ROM or DVD Drive.

PC Software Requirements

- Operating Systems - Windows 7 or higher
- Microsoft Office 2007 or higher. Also, you could use a general Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers - Google Chrome is highly recommended
 - Cookies MUST be enabled
 - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- QuickTime, Windows Media Player &/or Real Player

MAC Software Requirements

- Operating Systems - Mac OS x 10 or higher with Windows
- Mac office programs or a Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers- Google Chrome is highly recommended
 - Cookies MUST be enabled
 - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- Apple QuickTime Media Player
- Courses that include a CD-ROM or DVD **may** require an external drive and Parallels software to view.

****Outlines are subject to change, as courses and materials are updated.****