

## **Suggested Study Resources**

*(Effective July 2016)*

*Suggested study resources should NOT be viewed as a single component of preparation for the COE exam. These materials are not meant to “teach to the exam” and should be viewed as optional, additional resources which may, or may not, be utilized in an individual’s exam preparation. Participation in the COE Review Course does not guarantee passage of the COE exam.*

### **DOMAIN I. General Ophthalmic Knowledge**

1. *The Ophthalmic Assistant: A Text for Allied and Associated Ophthalmic Personnel: Expert Consult - Online and Print, 9e, Aug 29, 2012\**  
Harold A. Stein MD MSC (Ophth) FRCS(C) DOMS (London) and Raymond M. Stein MD FRCS(C)
2. *Ophthalmic Medical Assisting: An Independent Study Course, 5<sup>th</sup> Edition, Textbook*  
American Academy of Ophthalmology
3. [ASOA Learning Center](#) \*\*

### **DOMAIN II. Financial Management**

1. *Little Green Book of Ophthalmology, 4<sup>th</sup> Edition \**  
John Pinto
2. *Accounting Handbook for Medical Practices (2000) \**  
Rhonda W. Sides, CPA & Michael A. Roberts, CPA
3. *BSM Connection® Training Guide: Financial Benchmarking for the Medical Practice*  
Pdf document – request from ASOA
4. [ASOA Learning Center](#) \*\*

### **DOMAIN III. Operations**

1. *Little Green Book of Ophthalmology, 4<sup>th</sup> Edition \**  
John Pinto
2. *BSM Connection® Prototype Manual: Prototype Policy and Procedure Manual*  
Pdf document – request from ASOA
3. *Medical Group Practice: Legal and Administrative Guide*  
Ahlc, Compliance Center, Aspen Reference Group
4. [ASOA Learning Center](#) \*\*

## DOMAIN IV. Information Technology Management

1. *Introduction to Healthcare Information Technology* (2012)\*  
Mark Ciampa and Mark Revels
2. *BSM Connection® Compliance Corner*  
Pdf document – request from ASOA
3. [ASOA Learning Center](#) \*\*

## DOMAIN V. Human Resources

1. *The Big Book of HR* (2012)  
Barbara Mitchell
2. *Fundamentals of Human Resource Management* (2015)\*  
Raymond Noe
3. *Medical Practice Personnel Policy Manual, 5<sup>th</sup> Edition* \*  
The Health Care Group
4. [ASOA Learning Center](#) \*\*

## DOMAIN VI. Risk Management & Regulatory Compliance

1. BSM Connection® \*\*
2. [OIG Compliance Program for Individual and Small Group Physician Practices](#)  
Federal Register / Vol. 65, No. 194 / Thursday, October 5, 2000 / Notices
3. .gov websites
4. *Medical Group Practice: Legal and Administrative Guide*  
Ahlc, Compliance Center, Aspen Reference Group
5. [ASOA Learning Center](#) \*\*

## OTHER

1. ASOA Annual Meeting COE Review Course \*\*\* (*additional fee applies*)  
*or downloadable recorded video, voice, and slides from the live COE Review Course* \*
2. COE Sample Test (*available only after COE exam application and fee have been submitted*)
3. Certified Ophthalmic Executive Flashcards\* (2<sup>nd</sup> Edition, Published November 2017) or  
Certified Ophthalmic Executive Flashcard App available in the Apple and Android app stores
4. <https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Internet-Only-Manuals-IOMs.html>
5. *Marketing for Dummies* (2014)\*  
Alexander Hiam
6. Generally Accepted Accounting Principles
7. Basic Finance Formulas

\* Available for purchase in the [ASOA Bookstore](#)

\*\* Subscription based services. Additional fee applies.

\*\*\* In-person event held in conjunction with ASOA Congress/Annual Meeting. Additional fee applies.