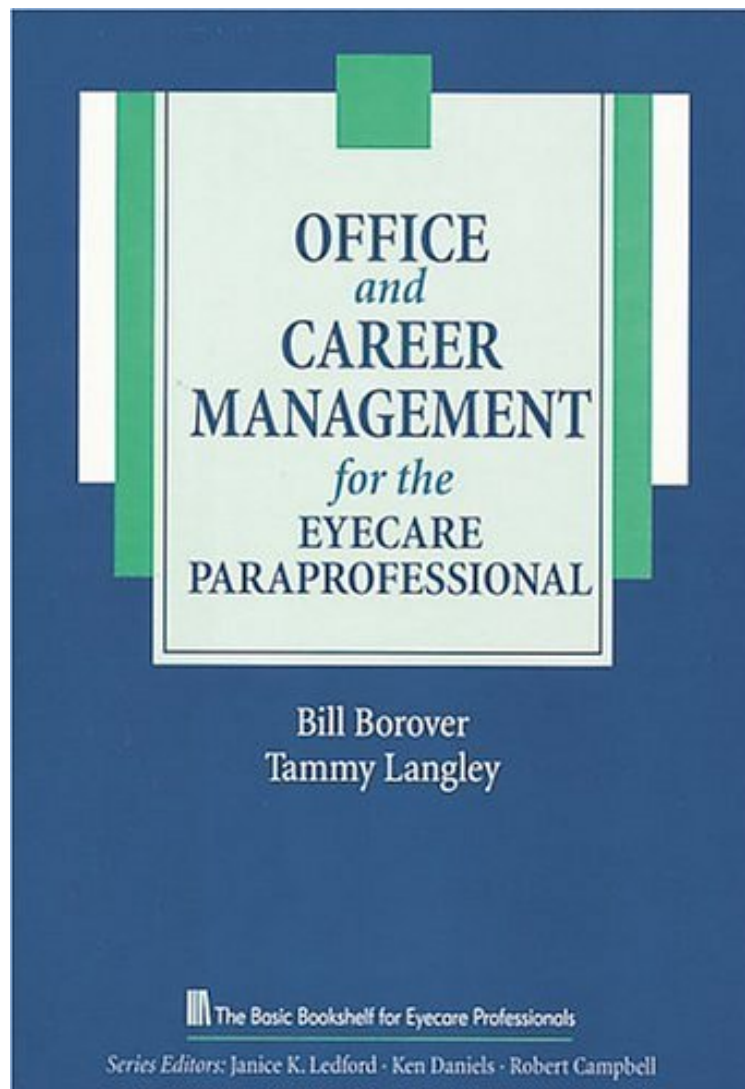


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Tammy Langley COT, Bill Borover

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The Basic Bookshelf for Eyecare Professionals is a series that provides fundamental and advanced material with a clinical approach to clinicians and students. A special effort was made to cover information needed for the certification exams in ophthalmic and optometric assisting, low vision, surgical assisting, opticianry, and contact lens examiners. Bill Borover and Tammy Langley, COT clearly define office procedures such as handling patients, records, and marketing. Career management elements are addressed including job procurement and advancement. There is also a chapter on legal issues explaining documentation, malpractice, and ethics. Techniques are described on approaching daily eyecare practice activities with specific methods and helpful hints...even how to handle stress. This book can also serve as a complete guide for the manager of any eyecare practice.