# Certified Paraoptometric (CPO) Exam Study Guide with Complete Solutions

Accounts Payable - Correct Answers Outstanding business obligations that are owed to others.

Accounts Receivable - Correct Answers Outstanding obligations owed to the business by others.

Cash Flow Statement - Correct Answers A picture of all cash inflows and outflows within the business.

Gross Profit - Correct Answers The percentage of business income before expenses.

Just in Time (JRT) - Correct Answers A strategy to improve a business return on investment.

Net Income/Profit - Correct Answers Revenues minus expenses.

Net Worth - Correct Answers The total value of a business.

Return on Investment (ROI) - Correct Answers A measurement of success of a project; the percent of profit earned on an investment.

An optometrist is licensed by which governing body: - Correct Answers State

The person generally responsible for grinding or duplicating lenses is the: - Correct Answers Optician

A doctor of medicine specializing in surgery is an: - Correct Answers Ophthalmologist

Ophthalmic Medical Personnel can do all BUT - Correct Answers Offer medical diagnoses

A person who collects patient data, administers tests of the patient's visual capabilities, and assists in office management would be best described as a/an - Correct Answers Paraoptometric

When a staff member receives a call but is busy with a patient, the person answering the phone should politely ask - Correct Answers for a return number or if someone else might be of assistance

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