

MEDICAL OFFICE PROCEDURES (250)

REGIONAL – 2014

Objective Section:

Multiple Choice (15 @ 5 points each)	_____	(75 points)
Abbreviations (15 @ 3 points each)	_____	(45 points)
Word Parts (15 @ 3 points each)	_____	(45 points)

Production Portion:

Job 1: HPIP Medical Report	_____	(100 points)
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TOTAL POINTS	_____	(265 points)
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Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

No more than 10 minutes orientation
 No more than 60 minutes actual testing time
 No more than 10 minutes wrap-up

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Workplace Skills Assessment Program competition.

Part I—Multiple Choice: Directions: Please choose the best answer for the following questions and mark it on your Scantron. Be sure to write your contestant number and contest number on Scantron form. 5 points each = 75 points

1. “K” is the symbol for _____.
 - A. Calcium
 - B. Barium
 - C. Potassium
 - D. Iron

2. A cytotechnologist _____.
 - A. Performs operations on the brain
 - B. Repairs the body cavity
 - C. Examines cellular abnormalities
 - D. None of the above

3. A pylorotomy is performed in which of the following body systems?
 - A. Cardiovascular
 - B. Gastrointestinal
 - C. Musculoskeletal
 - D. Reproductive

4. Which of the following is the plural form of the medical term that means chest?
 - A. Alveolu
 - B. Apices
 - C. Calyces
 - D. Thoraces

5. _____ is a term which means drainage from the nose.
 - A. Rhinorrhea
 - B. Rhinalgia
 - C. Rhinomegaly
 - D. Rhinorrhaphy

6. Cranioplasty means _____.
 - A. Softness of the skull
 - B. Surgical repair of the skull
 - C. Excision of a segment of the skull
 - D. Cutting into the skull

7. Which word means a general sense of weakness, discomfort, fatigue, or feeling run down that may occur alone or with other symptoms?
 - A. Malaise
 - B. Dorsalgia
 - C. Megalomania
 - D. Hypermesia

8. Which type of injection places a small amount of a drug just under the outer layer of skin?
 - A. Intramuscular
 - B. Intravenous
 - C. Intradermal
 - D. Subcutaneous

9. A drop in body temperature during prolonged exposure to cold is called _____.
 - A. Heatstroke
 - B. Hypothermia
 - C. Shock
 - D. Sunstroke

10. A compound fracture is _____.
 - A. The same as a combined fracture
 - B. One in which one fragment of bone is firmly driven into the other
 - C. One at right angles to the axis of the bone
 - D. A fracture of bone where the broken end has penetrated the skin

11. Colporrhaphy is the repair of the _____.
 - A. Vagina
 - B. Bladder
 - C. Uterus
 - D. Spleen

12. Pain in a joint is _____.
 - A. Arthralgia
 - B. Neuralgia
 - C. Chondrodynia
 - D. Tenalgia

13. Gastroenterology is _____.
 - A. The study of the stomach, intestines and associated diseases
 - B. One who specializes in the study of the stomach and intestines and associated diseases
 - C. The study of the rectum and associated diseases
 - D. One who specializes in the study of the rectum and associated diseases

14. Lumbar pertains to the _____.
 - A. Lower Back
 - B. Side
 - C. Sacrum
 - D. Tailbone

15. Pertaining to cartilage and ribs:
 - A. Hematemesis
 - B. Cranioplasty
 - C. Costomalacia
 - D. Chondrocostal

Part II—Medical Abbreviations—3 Points Each = 45 Points Total

Write the abbreviation for each word:

1. biopsy _____
2. catheter _____
3. times _____
4. skilled nursing facility _____
5. water _____
6. one-half _____
7. symptoms _____
8. left eye _____
9. when necessary _____
10. National Provider Identification Number _____
11. oxygen _____
12. out of bed _____
13. explanation of benefits _____
14. three times a day _____
15. right ear _____

Part III—Word Elements - Write the correct definition for the following word parts. Be sure to follow proper capitalization rules.

Define the following elements for 3 points each = 45 points

1. rhin- _____
2. my- _____
3. iso- _____
4. -emia _____
5. cardi- _____
6. micro- _____
7. bronch- _____
8. exo- _____
9. enter- _____
10. homo- _____
11. gastr- _____
12. -megaly _____
13. -emesis _____
14. -ectomy _____
15. labi- _____

Part IV—Medical Report—100 points possible

Key the following report for Dr. Robert Miller using HPIP formatting and today's date for the date of the exam, transcription and dictation. **Print and attach to work for grading. Be sure to include contestant number on work.**

Name: Leonard Ivey

Date: Current

Date of Birth: May 17, 1959

The patient is a 53-year old white male who complained of a sore throat for several days now with signs of an infection. He indicated his phlegm was clear.

No medications.

Physical Examination:

VITAL SIGNS: Blood pressure 120/80, pulse 82, respirations 20, temperature 96.8°.

HEENT: Contusion over right occiput. Tympanic membranes benign.

NECK: Nontender.

CHEST: Atraumatic, nontender.

LUNGS: Clear to auscultation and percussion.

ABDOMEN: Flat, soft, and nontender.

BACK: Atraumatic, nontender.

PELVIS: Stable.

EXTRIMITIES: Contusion over right forearm. No underlying bone deformity or crepitus.

RECTAL: Normal sphincter tone; guaiac negative.

NEUROLOGIC: Glasgow coma scale 15. Pupils equal, round, reactive to light. Patient moves all 4 extremities without focal deficit.

Impression: Severe sore throat; culture taken. Issued prescription for Kelfex, 1 tablet 4x a day.

Plan: The patient is to complete all medications and follow up with the doctor in a week. If throat gets worse, the patient is to contact the office immediately.