



# MEDICAL OFFICE PROCEDURES (250)

## REGIONAL – 2014

**Objective:**

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

**Production:**

Job 1: HPIP Medical Report	_____	(100 points)
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***TOTAL POINTS*** \_\_\_\_\_ ***(265 points)***

**Judges/Graders: Please double check and verify all scores and answer keys!**

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**Part I—Multiple Choice: Each one worth 5 points = 75 points**

1. C
2. C
3. B
4. D
5. A
6. B
7. A
8. C
9. B
10. D
11. A
12. A
13. A
14. A
15. D



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

1. bx
2. cath
3. x or X
4. SNF
5. H2O
6. ½ or ss
7. sx
8. OS
9. p.r.n.
10. NPIN
11. O2
12. OOB
13. EOB
14. t.i.d.
15. AD



**Part III**

**Medical Word Elements—3 Points Each = 45 Points Total**

Write the meaning of each medical word:

1. nose
2. muscle
3. equal
4. blood
5. heart
6. little, small
7. bronchus, bronchi
8. outside, outer
9. intestines
10. same
11. stomach
12. enlargement
13. vomit, emesis
14. removal or excision
15. lips



**Part IV—HPIP: 100 Points Possible**

**TO THE GRADER:** There may be a variation in use of abbreviations and sentence structure (such as use of commas or periods with vitals and use of symbol for degrees.) There is no need to have complete sentences in Physical Exam paragraph.

Patient Name: Leonard Ivey

PCP: Robert Miller

Date of Birth: 05/17/59

Date of Exam: (to use today's date)

Sex: Male

**HISTORY OF PRESENT ILLNESS:** 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.

**MEDICATIONS:** None.

**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. EXTREMITIES: 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 four extremities without focal deficit.

**IMPRESSION:** Severe sore throat; culture taken. Issued prescription for Keflex, 1 tablet 4 x a day.(NOTE: can use q.i.d.)

**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.

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Robert Miller, M.D.

RM:xx

D: current date

T: current date