



MEDICAL OFFICE PROCEDURES (250)

REGIONAL – 2016

Part I – Multiple Choice (20 @ 5 points each)	_____	(100 points)
Part II – Matching (5 @ 3 points each)	_____	(15 points)
Part III – Abbreviations (15 @ 4 points each)	_____	(60 points)
Part IV – Telephone Message (1 @ 25 points)	_____	(25 points)
Part V – SOAP Note	_____	(100 points)
<i>TOTAL POINTS</i>	_____	<i>(300 points)</i>

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

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Workplace Skills Assessment Program competition.



General Instructions

1. Make certain this test booklet contains Parts I-V.
2. Correct all errors.
3. For any problem where you would normally use your reference initials, use your contestant number. Your name or initials should NOT appear on any work you submit. Key your contestant number and job number in a footer on all documents in the lower left-hand corner of all work submitted.
EX: 99-9999-9999
Job 1
4. If you finish before the end of the testing time, notify the proctor of the contest. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your completed work, place your scoring sheet on top of all of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed.



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Identify the letter of the choice that best completes the statement or answers the question.

Part I - Multiple Choice 20 @ 5 = 100 points

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



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Part II—Medical Terminology Matching 5 @ 3 points each = 15 points possible

Directions: Write the letter next to the number that best matches the definitions below.

- A.** Otolaryngologist
- B.** Primary Care Physician
- C.** Cardiologist
- D.** Orthopedic specialist
- E.** Pediatrician

1. ____ **A** _____ treats disorders of the ear, nose and throat
2. ____ **B** _____ treats general medical and family practice
3. ____ **D** _____ treats the skeletal system
4. ____ **E** _____ treats general medical problems in infants and children
5. ____ **C** _____ treats and diagnoses problems with the heart and blood vessels



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Part III—Abbreviations 15 @ 4 points each = 60 points

Directions: Write what each medical abbreviation stands for:

- | | | |
|-----|------------|---|
| 1. | EMR | electronic medical record |
| 2. | BID | twice a day |
| 3. | PMH | Past Medical History |
| 4. | WNL | within normal limits |
| 5. | T | temperature |
| 6. | t.i.d./TID | three x day or three times a day |
| 7. | dx | diagnosis |
| 8. | MI | myocardial infarction |
| 9. | Ca | cancer |
| 10. | OR | Operating Room |
| 11. | OTC | over the counter |
| 12. | IV | intravenous |
| 13. | NVD | nausea, vomiting, diarrhea |
| 14. | HTN | hypertension |
| 15. | c/o | complains of |



Part IV—Telephone Message—25 points possible

Complete the following phone message. Use today's date and current time.

Leo McCarthy called Dr. Stewart regarding refilling his medication. He is currently taking Omeprazole 10 mg qd. He would like to have this faxed to his pharmacy, CVS 120 Main St. FAX# 774-233-9988. Any questions he can be reached @ 366-999-4546

MESSAGE

TO	Dr. Stewart 2pt	DATE	xx/xx/2016 2pt	TIME	X:XX 2pt
FROM	Leo McCarthy 2pt				
PHONE	366-999-4546 2pt				
<input type="checkbox"/> PLEASE CALL		<input type="checkbox"/> RETURNED YOUR CALL		<input type="checkbox"/> WILL CALL AGAIN	
REGARDING	Refill on his medication faxed over to CVS 774-233-9988.				
	<i>Omeprazole 10 mg qd (12pts)</i>				
(Graders, in the regarding line: as long as contains wording regarding that they need a refill, what drug is needed and pharmacy name & number is stated, the message is ok					
TAKEN BY <u>contestant #</u> 3pt					



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Part V: SOAP Note—100 points

All Margins: 1”
Patient Name Line: 2.5” from top
***Graders:** If a contestant corrects a mistake but the answer key is wrong, the contestant should not be marked wrong. Please accept it either way.*

Patient Name: Leo McCarthy

PCP: Martha Stewart, M.D.

Date of Birth: 01/22/49

Date of Exam: one week before today (##/##/2016)

Sex: Male

SUBJECTIVE: Patient returns after undergoing barium swallow last week. He is not in as much discomfort as his last visit. States that he has been taking clear liquids only and is very hungry.

OBJECTIVE: Lab results are back. Chem 7 shows slightly elevated glucose at 133. CBC and UA are normal. Barium swallow shows two small areas of ulceration.

ASSESSMENT: Gastric ulcer.

PLAN: Reduce Omeprazole to 10 mg qd. Recheck glucose at return visit in four weeks.

Martha Stewart, M.D.

MS:xx (contestant #)

D: yesterday’s date

T: today’s date

Scoring	
Use production standards when grading	<i>100 points possible</i>
0 errors	100 points
1 error	90 points
2 errors	70 points
3 or more errors	0 points