



MEDICAL OFFICE PROCEDURES (250) REGIONAL – 2017

Part I	Multiple Choice (15 @ 5 each)	_____	(75 points)
Part II	Abbreviations (15 @ 3 each)	_____	(45 points)
Part III	Matching (15 @ 3 each)	_____	(45 points)
Part IV	SOAP Document Production	_____	(100 points)
	TOTAL POINTS	_____	(265 points)

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

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GENERAL INSTRUCTIONS

1. Use the Scantron scoring sheet provided for the objective portion of the test.
2. Make certain this test booklet contains Jobs I-IV.
3. Key Part IV according to the instructions given.
4. Correct any obvious keyboarding errors and incorporate any editing notations.
5. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
6. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
7. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

}}
Example: | 99-9999-9999
| Job 1
| _____ ~~~

8. If you finish before the end of the 60 minutes of testing, notify the proctor. Time may be a factor in determining a winner when there is a tie score..
9. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

Production Standards	
0 errors	100 points
1 error	90 points
2 errors	70 points
3 errors	50 points
4+ errors	0 points



Part I—Multiple Choice—5 points each = 75 points total

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



Part II—Medical Abbreviations—3 points each = 45 points total

Write out the following standard medical abbreviations or symbols. Spelling must be accurate.

16. GI
_____ gastrointestinal _____
17. TPR
_____ temperature, pulse, respirations _____
18. h.s.
_____ hour of sleep; bedtime (not “at night”) _____
19. hct
_____ hematocrit _____
20. CHF
_____ congestive heart failure _____
21. EHR
_____ electronic health record _____
22. EKG
_____ electrocardiogram _____
23. K+
_____ potassium _____
24. HIPAA
_____ Health Insurance (not Information) Portability and Accountability Act _____
25. b.i.d.
_____ twice a day _____
26. ♀
_____ female _____
27. CVA
_____ **Two possibilities:** either “cerebrovascular accident” (not cardiovascular) OR “costovertebral angle” _____
28. IV
_____ intravenous _____
29. ENT
_____ Ear, nose and throat (can accept answer without the comma after “nose”) _____
30. H&P
_____ History and Physical _____



Contestant Number _____

Part III—Matching 3 Points Each = 45 Points Total

Match the letter with the proper definition.

a. twice a day	d. at bedtime	g. swallowing	j. itching	m. pounds
b. before meals	e. cost on delivery	h. diagnosis	k. bruising	n. an advance directive
c. as needed	f. sincerely	i. after meals	l. purging	o. procedure

l 31. thinning charts

h 32. dx

c 33. p.r.n.

o 34. px

n 35. DNR

d 36. h.s.

e 37. COD

f 38. complimentary close

k 39. ecchymosis

i 40. p.c.

m 41. lb

j 42. pruritus

g 43. deglutition

a 44. b.i.d.

b 45. a.c.



Part IV—SOAP Document Production - 100 points total

(Grader: Acceptable medical abbreviations may be used, and format for TPRs and meds may differ; highlighted items are ones to be corrected)

(2 ½ inches from top)

Patient Name: Kathleen Dahl

PCP: Kristina Johnson, M.D.

Date of Birth: 08/05/1955

Date of Exam: (told to use yesterday's date)

Sex: F

SUBJECTIVE: This 60-year-old female patient presents with complaints of urinary burning and frequency. She has experienced this for four days. She also states she has nocturia and gets up five times every night to void. There has been no hematuria.

OBJECTIVE: BP is 146/95, temperature is 99.7, and pulse is 80. Skin is warm and dry. She appears pale. Upon inspection, cervix is clean with no material seen in the vault. Adnexal areas are normal. No masses or tenderness noted.

ASSESSMENT: Cystitis

PLAN:

1. Cipro 250 mg every 12 hours x 3 days
2. Pyridium 200 mg every 4-6 hours p.r.n. burning
3. Push oral fluids
4. Return to office in four days if symptoms have not resolved.

Kristina Johnson, M.D.

KJ:(contestant number)

D: (told to use yesterday's date but in mm/dd/yyyy format)

T: (told to use today's date in mm/dd/yyyy format)