



MEDICAL OFFICE PROCEDURES (250)

REGIONAL – 2018

Multiple Choice & Short Answer:

Multiple Choice (20 @ 5 points each) _____ (100 points)

Abbreviations (10 @ 5 points each) _____ (50 points)

Matching (10 @ 5 points each) _____ (50 points)

Production:

Job 1: SOAP _____ (100 points)

TOTAL POINTS _____ (***300 points***)

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

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ANSWER KEY

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Part I – MULTIPLE CHOICE



Identify the letter of the choice that best completes the statement or answers the question. Mark A if the statement is True. Mark B if the statement is False.

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



Contestant Number _____

(Attach to work to be submitted for grading)

Part II—Abbreviations @ 5 points each = 50 points

Write what each medical abbreviation stands for:

1. RN registered nurse
2. CBC complete blood count
3. rt right
4. CPR cardiopulmonary resuscitation
5. OP outpatient
6. DOS date of service
7. q.i.d. 4 times a day
8. SOF signature on file
9. HMO Health Maintenance Organization
10. ROM range of motion



Contestant Number _____

(Attach to work to be submitted for grading)

Part III—Matching @ 5 points each = 50 points (Specialties/Prefixes/Suffixes)

1. G
2. B
3. C
4. I
5. F
6. J
7. D
8. A
9. H
10. E



Note to Graders
Top Margin is 1” and
Patient’s Name should be
on line 2.5” from the top

NOTE TO GRADERS: Sentence structure may vary as long as context is not changed.

Patient Name: Anissa Luna
Date of Birth: 04/25/1997
Date of Exam: mm/dd/yyyy

PCP: Bradley Rotts, M.D.
Sex: Female

SUBJECTIVE: Patient comes in for reevaluation of her acne. Patient also has a rash on her chest, neck, and back. Mentions that she has had this for the past two months.

OBJECTIVE: The patient has been taking amoxicillin 500 mg b.i.d. and Tazorac cream 0.1, and her face is doing well, but she has been out of her medicine now for three days. On examination, this is a flaring of her acne with small folliculitis lesions.

ASSESSMENT: Acne with folliculitis. **(GRADER: Could include “Diagnosis is acne...”)**

PLAN: Continue the amoxicillin 500 mg two at bedtime and Tazorac cream 0.1; it is ok to use on back and chest also, ordered Septra DS every morning, drink extra water, return in two months for follow-up evaluation of her acne. **(GRADER: These can be numbered.)**

Bradley Rotts, M.D.

BR:Contestant #

D: mm/dd/yyyy (was told to use yesterday’s date)
T: mm/dd/yyyy (was told to use today’s date)

Contestant #
Job #