

MEDICAL OFFICE PROCEDURES (250)

REGIONAL – 2019

Part I: Multiple Choice & Short Answer

Multiple Choice (20 @ 5 points each)	_____	(100 points)
Medical Words - Prefixes (10 @ 5 points each)	_____	(50 points)
Matching (10 @ 5 points each)	_____	(50 points)

Part II: Production

Job 1: SOAP	_____	(100 points)
<i>TOTAL POINTS</i>	_____	<i>(300 points)</i>

Failure to adhere to any of the following rules will result in disqualification:

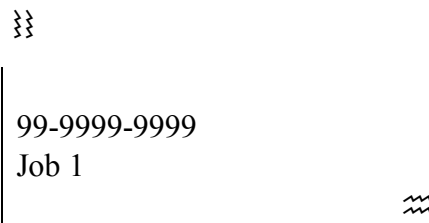
- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten,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

No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time
No more than ten (10) minutes wrap-up

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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 the Parts I-II.
3. Key Part II 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: 

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

1. A group of signs and symptoms that occur together is called a(n):
 - a. Remission
 - b. Analysis
 - c. Prognosis
 - d. Syndrome

2. The thyroid gland is an example of an _____ gland.
 - a. Epidural
 - b. Epidermis
 - c. Endocrine
 - d. Esophageal

3. Removal of the pharyngeal lymph tissue is called:
 - a. Tracheotomy
 - b. Nephrectomy
 - c. Neurotomy
 - d. Tonsillectomy

4. The combining form for “blood vessel” is:
 - a. Angi/o
 - b. Erythr/o
 - c. Hem/o
 - d. Arthr/o
 - e.

5. An instrument used to view the eye:
 - a. Otoscope
 - b. Ophthalmoscope
 - c. Ophthalmoscopy
 - d. Otoscopy

6. Axial is another name for _____.
 - a. Anterior
 - b. Transverse
 - c. Posterior
 - d. Lateral

7. A term meaning “before birth” is:
 - a. Postpartum
 - b. Neonatal
 - c. Antigen
 - d. Antepartum

8. Inflammation of the kidney
 - a. Colitis
 - b. Nephritis
 - c. Hepatitis
 - d. Enteritis

9. A slow heartbeat is called:
 - a. Myocardial infarction
 - b. Tachycardia
 - c. Bradycardia
 - d. Tachypnea

10. Nerve pain is called:
 - a. Neuralgia
 - b. Arthralgia
 - c. Neuralgia
 - d. Cephalgia

11. A word part meaning “under”, “deficient”, or “less than normal” is:
 - a. hypo-
 - b. trans-
 - c. hyper-
 - d. re-
 - e. -

12. Doctor who specializes in the treatment of blood disorders:
 - a. Hepatitis
 - b. Hematologist
 - c. Hemoglobin
 - d. Psychiatrist

13. “Clinical” means pertaining to:
 - a. Laboratory research
 - b. Patient care
 - c. The lung
 - d. Time

14. Enlargement of the heart:
 - a. Nephromegaly
 - b. Hepatomegaly
 - c. Myocardial infarction
 - d. Cardiomegaly

15. Prefixes meaning excessive is:
 - a. Hyper-
 - b. Dys-
 - c. Hypo-
 - d. Syn-
 - e.

16. The voice box is:
 - a. Trachea
 - b. Esophagus
 - c. Larynx
 - d. Pharynx

17. A myocardial infarction is a(n):
 - a. Inflammation of a joint
 - b. Stroke
 - c. Enlargement of the liver
 - d. Heart attack

18. Incision of the abdomen is called:
 - a. Laparotomy
 - b. Laparoscopy
 - c. Gastroscopy
 - d. Rhinotomy

19. A term meaning “pertaining to the throat” is:
 - a. Pharyngeal
 - b. Laryngeal
 - c. Esophageal
 - d. Tracheal

20. The suffix –osis means:
 - a. Visual examination
 - b. Inflammation
 - c. Excessive condition
 - d. Tumor

Contestant Number _____

(Attach to work to be submitted for grading)

Part II—Prefixes @ 5 points each = 50 points

Select the correct meaning in each of the following statements:

1. Dys- and mal- both mean:
 - A. outside
 - B. good
 - C. bad

2. Hypo- and sub- both mean:
 - A. under
 - B. above
 - C. outside

3. Epi- and hyper- both mean:
 - A. inside
 - B. beneath
 - C. above

4. Con- and syn- both mean:
 - A. apart
 - B. near
 - C. with

5. Ultra- and meta- both mean:
 - A. new
 - B. beyond
 - C. without

6. Ante-, pre-, and pro- all mean:
 - A. before
 - B. surrounding
 - C. between

7. Ec- and extra- both mean:
 - A. within
 - B. many
 - C. outside

8. Endo-, intra-, and in- all mean:

- A. painful
- B. within
- C. through

9. Post-, re-, and retro- all mean:

- A. behind
- B. slow
- C. together

10. Uni- means:

- A. one
- B. two
- C. three

Contestant Number _____

(Attach to work to be submitted for grading)

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

- | | |
|-----------------------|------------------|
| A. Anesthesiology | F. Ophthalmology |
| B. Dermatology | G. Pathology |
| C. Emergency Medicine | H. Pediatrics |
| D. Family Practice | I. Psychiatry |
| E. Internal Medicine | J. Radiology |

1. _____ Primary care of all members of the family on a continuing basis
2. _____ Diagnosis using x-ray studies including ultrasound and magnetic resonance imaging (MRI)
3. _____ Administration of agents capable of bringing about a loss of sensation
4. _____ Diagnosis and treatment of disorders of the mind
5. _____ Diagnosis and treatment of usually complex, nonsurgical disorders in adults
6. _____ Diagnosis and treatment of children's disorders
7. _____ Care of patients that requires sudden and immediate action
8. _____ Diagnosis and treatment of eye disorders
9. _____ Diagnosis and treatment of skin disorders
10. _____ Diagnosis of the cause and nature of disease

Directions:

Please prepare the following medical document using proper SOAP formatting. Use today's date as the date of transcription; use yesterday's date for dictation. Correct any misspelled words.

Part IV: SOAP Documentation – 100 points

The patient's name is Sylvia C. Dorsey, and her date of birth is April 1, 2000.

S: Patient presents with mild urinary urgency and frequency. Patient has also frequent lower abdominal pain, but no other abnormal symptoms.

O: Temperature, 98.6 degrees. Pulse, 76 and regular. Respirations, 18. Abdominal exam reveals mild suprapubic tenderness; otherwise, exam is unremarkable

A: Suspect urethritis.

P: Patient placed on a 7-day course of Ciprofloxacin 500 mg b.i.d. Should drink at least eight glasses of water daily. RTC is not improving.

Katharine Balent, M.D.