

# MEDICAL OFFICE PROCEDURES (28)

## Regional—2006

Multiple-Choice Questions	30 @ 5 points each	_____ (150 pts)
Matching	10 @ 5 points each	_____ ( 50 pts)
Medical Abbreviations	20 @ 5 points each	_____ (100 pts)
Medical Office Job One		_____ (100 pts)
<b>TOTAL POINTS</b>		_____ <b>(400)</b>

**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 60 minutes for testing/production  
 No more than ten (10) minutes wrap-up

Do **NOT** open test booklet until instructed to do so.

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 Workplace Skills Assessment Program regional competition.

**GENERAL INSTRUCTIONS**

1. Answers the multiple choice questions using a No. 2 pencil on the Scantron scoring sheet unless instructed otherwise.
2. Fill in each answer space completely and erase any stray marks.
2. Make certain this test booklet contains Job 1.
3. For any problems 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 as a footer in the lower left-hand corner of each keyed Job. Put your contestant number in the box provided for those tasks that are handwritten.
4. You may use reference materials, but you may not share references with other contestants. Assume these jobs are waiting for you upon arrival in the morning. You may complete the jobs in any order you choose.
5. Once you have finished, proofread your work carefully.
6. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
7. When turning in your contest, place your Scoring Sheet on top of your jobs. The jobs should be arranged in numeric order. The Scantron scoring sheet should be the first thing in your packet when you turn it in. Use your time wisely. You have 60 minutes to complete the test.
8. Good luck!

**Part I: Multiple Choice  
5 Points Each = 150 Points**

1. Cardiac means pertaining to the \_\_\_\_\_.
  - A. brain
  - B. lung
  - C. hand
  - D. heart
  
2. The kidney lies \_\_\_\_\_ to the spinal cord.
  - A. Lateral
  - B. Frontal
  - C. Distal
  - D. Transverse
  
3. The \_\_\_\_\_ end of the thighbone (femur) joins with the kneecap (patella).
  - A. Lateral
  - B. Frontal
  - C. Distal
  - D. Transverse
  
4. The \_\_\_\_\_ plane divides the body into an anterior and a posterior portion.
  - A. Lateral
  - B. Frontal
  - C. Distal
  - D. Transverse
  
5. The \_\_\_\_\_ plane divides the body into upper and lower portions.
  - A. Lateral
  - B. Frontal
  - C. Distal
  - D. Transverse
  
6. The diaphragm lies \_\_\_\_\_ to the organs in the thoracic cavity.
  - A. Transverse
  - B. Midsagittal
  - C. Proximal
  - D. Inferior

7. The \_\_\_\_\_ plane divides the body into right and left halves.
- A. Superior
  - B. Midsagittal
  - C. Proximal
  - D. Inferior
8. The \_\_\_\_\_ end of the upper arm bone (humerus) is at the shoulder.
- A. Transverse
  - B. Midsagittal
  - C. Proximal
  - D. Inferior
9. The pharynx is located \_\_\_\_\_ to the esophagus.
- A. Inferior
  - B. Superior
  - C. Midsagittal
  - D. Lateral
10. The \_\_\_\_\_ cavity contains digestive organs.
- A. Spinal
  - B. Sagittal
  - C. Abdominal
  - D. Superior
11. Maria's coughing and sneezing was a result of an allergy to animal dander that affected her \_\_\_\_\_.
- A. Respiratory
  - B. Cardiovascular
  - C. Urinary
  - D. Abdominal
12. While ice skating, Natalie fell and landed on her buttocks. She had persistent \_\_\_\_\_ pain for a few weeks but no broken bones on x-ray examination.
- A. Cervical
  - B. Thoracic
  - C. Coccygeal
  - D. Cartilage

13. Everyone in the society pages looked slimmer this year. Could the popularity of liposuction surgery to remove unwanted \_\_\_\_\_ have something to do with this phenomenon?
- A. Cartilage
  - B. Epithelial tissue
  - C. Adipose tissue
  - D. Mediastinum
14. Susan had hiccups after rapidly eating spicy Indian food. Her physician explained that the hiccups were involuntary contractions or spasms of the \_\_\_\_\_.
- A. Umbilicus
  - B. Diaphragm
  - C. Mediastinum
  - D. Cardiovascular
15. Dr. Curnen said the \_\_\_\_\_ wound barely scratched the surface.
- A. Inguinal
  - B. Superior
  - C. Superficial
  - D. Epithelial
16. Voice box is \_\_\_\_\_.
- A. Cartilage
  - B. Larynx
  - C. Pharynx
  - D. Trachea
17. The membrane surrounding the lungs is \_\_\_\_\_.
- A. Thyroid gland
  - B. Cartilage
  - C. Pleura
  - D. Adipose tissue
18. The throat is \_\_\_\_\_.
- A. Larynx
  - B. Pleura
  - C. Trachea
  - D. Pharynx

19. The tube from the kidney to the urinary bladder is \_\_\_\_\_.
- A. Ureter
  - B. Urethra
  - C. Uterus
  - D. Pleura
20. A collection of fat cells is \_\_\_\_\_.
- A. Cartilage
  - B. Epithelial tissue
  - C. Adipose tissue
  - D. Pleura
21. Windpipe is \_\_\_\_\_.
- A. Larynx
  - B. Pharynx
  - C. Trachea
  - D. Ureter
22. Flexible connective tissue attached to bones at joints \_\_\_\_\_.
- A. Uterus
  - B. Adipose tissue
  - C. Cartilage
  - D. Epithelial tissue
23. Cavity surrounded by the bones of the back
- A. Pelvic
  - B. Spinal
  - C. Abdominal
  - D. Cranial
24. Cavity surrounded by the skull
- A. Thoracic
  - B. Abdominal
  - C. Spinal
  - D. Cranial
25. Cavity in the chest surrounded by the ribs
- A. Thoracic
  - B. Abdominal
  - C. Spinal
  - D. Pelvic

26. The epigastric region is the \_\_\_\_\_.
- A. Space surrounding each lung
  - B. Space between the lungs
  - C. Area of the navel
  - D. Area above the stomach
27. The hypogastric region is the \_\_\_\_\_.
- A. Area below the umbilicus
  - B. Area of the navel
  - C. Areas near the groin
  - D. Area above the stomach
28. The peritoneum is the \_\_\_\_\_.
- A. Muscle separating the abdominal and thoracic cavities
  - B. Membrane that lines the walls of the abdomen
  - C. Area above the stomach
  - D. Areas near the groin
29. The inguinal areas are the \_\_\_\_\_.
- A. Space between the lungs
  - B. Areas near the navel
  - C. Areas near the groin
  - D. Membrane surrounding the abdominal organs
30. The pleural cavity is \_\_\_\_\_.
- A. Space surrounding each lung
  - B. Space between the lungs
  - C. Muscle separating the abdominal and thoracic cavities
  - D. Area above the stomach

**PART II: Matching**

Match the **abnormal condition** in COLUMN 1 with the **physician (specialist)** who treats it in COLUMN 11

**Column I**

1. heart attack \_\_\_\_\_
2. ovarian cysts \_\_\_\_\_
3. bipolar (manic-depressive disorder) \_\_\_\_\_
4. breast adenocarcinoma \_\_\_\_\_
5. iron-deficiency anemia \_\_\_\_\_
6. retinopathy \_\_\_\_\_
7. cerebrovascular accident \_\_\_\_\_
8. renal failure \_\_\_\_\_
9. inflammatory bowel disease \_\_\_\_\_
10. cystitis \_\_\_\_\_

**Column II**

- A. gastroenterologist
- B. hematologist
- C. nephrologist
- D. cardiologist
- E. oncologist
- F. gynecologist
- G. urologist
- H. ophthalmologist
- I. neurologist
- J. psychiatrist

**Part II: Medical Abbreviations**  
**5 Points Each=100 Points Total**  
*(Attach to Score Sheet)*

Write the abbreviation of the following medical terms:

1. Alzheimer Disease \_\_\_\_\_
2. alpha-fetoprotein \_\_\_\_\_
3. amyotrophic lateral sclerosis \_\_\_\_\_
4. arteriovenous malformation \_\_\_\_\_
5. central nervous system \_\_\_\_\_
6. cerebrospinal fluid \_\_\_\_\_
7. computed tomography \_\_\_\_\_
8. cerebrovascular accident \_\_\_\_\_
9. electroencephalogram \_\_\_\_\_
10. gamma-aminobutyric acid \_\_\_\_\_
11. intracranial pressure \_\_\_\_\_
12. lumbar puncture \_\_\_\_\_
13. monitored anesthetic care \_\_\_\_\_
14. myasthenia gravis \_\_\_\_\_
15. magnetic resonance angiography \_\_\_\_\_
16. magnetic resonance imaging \_\_\_\_\_
17. multiple sclerosis \_\_\_\_\_
18. hemiparesis \_\_\_\_\_
19. positron emission tomography \_\_\_\_\_
20. traumatic brain injury \_\_\_\_\_



**Medical Office Job 1: Examination--Please key the following in SOAP report format. Use a date three (3) days from office visit date for dictation date and one (1) week from office visit date for transcription date.**

Date: 10/31/05

Date of Birth: 10/02/39

Name: Richard Lee

Chief Complaint: Patient is a 66-year old, widowed white male who fell down some stairs and felt a popping in his ankle on September 1, 2005. He went to the emergency room where x-rays were taken and were negative. He had been diagnosed with a severe left ankle sprain. He returns today for a follow-up visit.

Social History: He is currently a semi-retired farmer.

Past Medical History: Allergic to sulfur drugs and penicillin. Does not smoke. Is being treated for high blood pressure.

Family History: Mother had uterine cancer and rheumatoid arthritis; father had diabetes and congestive heart failure; brother has diabetes.

Assessment:

HEENT: Negative

Neck: Thyroid is normal.

Heart, Lungs, and Abdomen: Blood Pressure 160/80, pulse 80. Exam is otherwise within normal limits.

Impression: Ankle swelling is less but still present; pain has decreased;

Plan: Use of crutches may be discontinued. Wear ankle boot at all times; exercise ankle with circular motions and some slight stretching exercises. Continue with pain medication PRN and anti-inflammatory medications as prescribed. Return to clinic in two weeks.

Richard Brown, M.D.



**MEDICAL OFFICE  
PROCEDURES (28)  
*KEY*  
Regional—2006**

Multiple-Choice Questions	_____ (150 pts)
Matching	_____ ( 50 pts)
Medical Abbreviations	_____ (100 pts)
Medical Office Job One	_____ (100 pts)
<b><i>TOTAL POINTS</i></b>	<b>_____ (400)</b>

***Graders:***

When grading computer-generated problems, refer to the Style and Reference manual and Production Standards in the *Workplace Skills Assessment Program Guidelines* for further instructions.

Double-check and verify all scores!

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Contestant Number



**Part I: Multiple Choice**

**5 Points Each = 150 Points**

**To be answered on Scantron sheet.**

1. D
2. A
3. C
4. B
5. D
6. D
7. B
8. C
9. B
10. C
11. A
12. C
13. C
14. B
15. C
16. B
17. C
18. D
19. A
20. C
21. C
22. C
23. B
24. D
25. A
26. D
27. A
28. B
29. C
30. A



**PART II: Matching**

Match the **abnormal condition** in COLUMN 1 with the **physician (specialist)** who treats it in COLUMN 11

*Column I*

1. heart attack
2. ovarian cysts
3. bipolar (manic-depressive disorder)
4. breast adenocarcinoma
5. iron-deficiency anemia
6. retinopathy
7. cerebrovascular accident
8. renal failure
9. inflammatory bowel disease
10. cystitis

- \_\_\_ **D** \_\_\_  
\_\_\_ **F** \_\_\_  
\_\_\_ **J** \_\_\_  
\_\_\_ **E** \_\_\_  
\_\_\_ **B** \_\_\_  
\_\_\_ **H** \_\_\_  
\_\_\_ **I** \_\_\_  
\_\_\_ **C** \_\_\_  
\_\_\_ **A** \_\_\_  
\_\_\_ **G** \_\_\_

*Column II*

- A. gastroenterologist
- B. hematologist
- C. nephrologist
- D. cardiologist
- E. oncologist
- F. gynecologist
- G. urologist
- H. ophthalmologist
- I. neurologist
- J. psychiatrist

**Part II: Medical Abbreviations**  
**5 Points Each=100 Points Total**

Write the abbreviations of the medical terminology:

- |                                  |             |                                    |            |
|----------------------------------|-------------|------------------------------------|------------|
| 1. Alzheimer disease             | <u>AD</u>   | 11. intracranial pressure          | <u>ICP</u> |
| 2. alpha-fetoprotein             | <u>AFP</u>  | 12. lumbar puncture                | <u>LP</u>  |
| 3. amyotrophic lateral sclerosis | <u>ALS</u>  | 13. monitored anesthetic care      | <u>MAC</u> |
| 4. arteriovenous malformation    | <u>AVM</u>  | 14. myasthenia gravis              | <u>MG</u>  |
| 5. central nervous system        | <u>CNS</u>  | 15. magnetic resonance angiography | <u>MRA</u> |
| 6. cerebrospinal fluid           | <u>CSF</u>  | 16. magnetic resonance imaging     | <u>MRI</u> |
| 7. computed tomography           | <u>CT</u>   | 17. multiple sclerosis             | <u>MS</u>  |
| 8. cerebrovascular accident      | <u>CVA</u>  | 18. hemiparesis                    | <u>½ P</u> |
| 9. electroencephalogram          | <u>EEG</u>  | 19. positron emission tomography   | <u>PET</u> |
| 10. gamma-aminobutyric acid      | <u>GABA</u> | 20. traumatic brain injury         | <u>TBI</u> |



Patient Name: Richard Lee  
Date of birth: 10/02/1939  
Date of Exam: 10/31/2005

PCP: Richard Brown, M.D.

Sex: Male

**SUBJECTIVE:** The patient is a 66-year-old, widowed white male, who fell down some stairs and felt a popping in his ankle on September 1, 2005. He went to the emergency room where x-rays were taken and were negative. He had been diagnosed with a severe left ankle sprain. He returns today for a follow-up visit.

**OBJECTIVE:** Blood pressure 160/80, pulse 80. Exam is otherwise within normal limits.

**ASSESSMENT:** 1. Severe sprained ankle.  
2. Continued swelling.  
3. Decreased pain.

**PLAN:** The patient may discontinue use of crutches. Patient is to wear ankle boot at all times. He may exercise ankle with circular motions and slight stretching exercises. Continue with pain medication PRN and anti-inflammatory medications as prescribed. Return to clinic in two weeks.

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Richard Brown, M.D.

RB:xx  
D:11/03/2005  
T:11/07/2005

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**Scoring: 100 Points**

***Mailability Standards:***

0 errors	=	100 points
1 error	=	90 points
2-3 errors	=	70 points
More than 3 errors	=	0 points

Contestant Number